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GRADUATE CATALOGUE AND STUDENT HANDBOOK | 2005-2006

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# ***The John E. Weems Graduate School*** at Meredith College

*Master of Business Administration*

*Master of Education*

*Master of Music*

*Master of Science in Nutrition*

*Dietetic Internship*

**Volume 13**

**2005–2006**

The John E. Weems Graduate School intends to adhere to the rules, regulations, policies and related statements included herein, but reserves the right to modify, alter or vary all parts of this document with appropriate notice and efforts to communicate these matters.

Meredith College does not discriminate in the administration of its educational and admissions policies, scholarship and loan programs, athletic and other school-administered programs or in access to its programs and activities on the basis of race, creed, sexual orientation, national or ethnic origin, gender, age or disability.

### **How to use this Catalogue and Handbook**

*Our goal in creating this edition of the Graduate Catalogue and Student Handbook is to put at your fingertips virtually everything you need to know to get the most out of your graduate school experience at Meredith College*

*Look to the Graduate Catalogue section for details on your academic program, including academic policies, program requirements, course descriptions, faculty and fees.*

*Check out the Student Handbook section for information on a wide range of student activities and services, campus policies and important dates and phone numbers.*

We welcome your comments to help make future versions of this publication even more useful. Please contact the Graduate Studies Office at 919-760-8423 or [graduate@meredith.edu](mailto:graduate@meredith.edu) with suggestions.

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## ***President's Message: Maureen Hartford, Ed.D.***

The poet Emily Dickinson once wrote, "to undertake is to achieve."

In making the personal and professional commitment to undertake a graduate education, you have already achieved more than most people.

We are glad that you have selected Meredith College as the place to pursue your academic aspirations. We know that the decision to go to graduate school has required significant sacrifices in both your personal and work life. Our commitment is to provide the educational environment and resources to make your time at Meredith worth the sacrifices.

At a time when our nation and our world face tremendous challenges and uncertainty, it is more important than ever for each of us to develop our critical thinking skills, to be able to evaluate each situation and develop thoughtful, pragmatic solutions, whether to global issues or to those facing our families and our communities. The exercise of pursuing a graduate degree – of applying concepts learned in the classroom to the real-life work in one's field, and of participating in meaningful discussions with classmates – develops those skills and prepares us for intellectual exploration across a broad range of issues.

As you pursue your studies at the John E. Weems Graduate School, you may notice the impact of your new insights and perspectives in your professional and personal life almost immediately. Yet I feel confident in my prediction that your appreciation for your graduate studies will only grow over time, throughout your life.

# Overview

## Meredith College Mission

Founded by the Baptist State Convention of North Carolina in 1981, Meredith College is a private comprehensive institution for women and a community devoted to learning for life in all of its dimensions. In 1997 the Meredith community adopted the following statement of mission:

*In educating women to excel, Meredith College fosters in students integrity, independence, scholarship and personal growth. Grounded in the liberal arts, the college values freedom and openness in the pursuit of truth and, in keeping with its Christian heritage, seeks to nurture justice and compassion.*

*Meredith endeavors to create a supportive and diverse community in which undergraduate and graduate students learn from the past, prepare for the future and grow in their understanding of self, others and community. To these ends, Meredith strives to develop in students the knowledge, skills, values, and global awareness necessary to pursue careers, to assume leadership roles, to continue their education and to lead responsible lives of work, citizenship, leisure, learning and service.*

With an undergraduate enrollment of 2000, a faculty student ratio of 9:1, and an average class size of 16, Meredith is well-positioned to foster such a community of committed learners. The college also serves several hundred women and men through the John E. Weems Graduate School and the non-credit offerings of its continuing education programs. For a history of the College and its historic statement of purpose, see page 36.

## Graduate Mission Statement and Guiding Principles

### MISSION STATEMENT

The mission of graduate programs at Meredith College is to provide:

- student-centered educational experiences for men and women from diverse backgrounds
- curricula that are relevant to professional preparation and advancement of individual goals
- academically challenging learning in an environment that emphasizes critical thinking, leadership and application of theoretical knowledge in practical settings
- collaborative faculty/student relationships in education and research.

### GUIDING PRINCIPLES

- We provide programs that are consistent with the mission of the College.
- We encourage relationships with the larger community.
- We promote diversity, mutual respect and inclusiveness.
- We encourage involvement, teamwork, shared purpose and commitment.
- We expect ethical behavior among our students, faculty, staff and community partners.

## Graduate Programs

The John E. Weems Graduate School of Meredith College offers four master's degree programs:

- Master of Business Administration (M.B.A.)
- Master of Education with concentrations in elementary education, English as a second language (ESL) or reading
- Master of Music (M.M. in performance and pedagogy)
- Master of Science in Nutrition.

Also offered is a post-baccalaureate Dietetic Internship accredited by the Commission on Accreditation for Dietetic Education of the American Dietetic Association.

## Faculty

Faculty who choose a career at Meredith embrace teaching, advising and mentoring as their highest professional priorities. Effectiveness in these roles also demands ongoing study, research and various forms of professional involvement. Balancing these numerous functions, professors model intellectual inquiry for students and bring the best of their disciplines to the curriculum.

Meredith faculty participate in the leadership of the college, serving on committees, writing grants and helping to envision and plan for growth and change. They serve the Triangle area community and its religious institutions through a range of volunteer efforts.

The College employs approximately 140 full-time and 140 part-time faculty. Eighty-four percent of full-time faculty have earned the doctorate or other terminal degree at 75 or more graduate institutions in the United States and abroad. Faculty members have received grants and awards from such institutions as the Guggenheim Foundation, Fulbright, Danforth, National Endowment for the Humanities and the National Science Foundation.

## Diversity and Openness: Meredith's Nondiscrimination Policies

In all of its interactions and endeavors, the Meredith College community not only respects the diversity of its members but also welcomes students and employees of any age, race, creed, national or ethnic origin and sexual orientation. Diversity is essential to the education of those who will manage, lead and creatively shape the professions they enter. The college does not discriminate on the basis of age, race, creed, national or ethnic origin or sexual orientation in administration of its educational policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs.

College policies and administrative practices also accommodate the needs of students with disabilities. The college does not discriminate in admission or access to its programs and activities on the basis of disability as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Inquiries may be directed to the disabilities services coordinator in the Counseling Center in Carroll Hall, 760-8427, or [DisabilitiesServices@meredith.edu](mailto:DisabilitiesServices@meredith.edu) or the Americans with Disabilities Act Coordinator, the dean of students, in the Student Development Office in the Park Center, 760-8521.

## Accreditation

Meredith College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools [1866 Southern Lane, Decatur, GA 30033-4097; telephone (404) 679-4501] to award graduate and undergraduate degrees. The college also maintains the following specialized accreditations:

- National Association of Schools of Music
- Council on Social Work Education
- Foundation for Interior Design Education and Research (FIDER)
- National Council for Accreditation of Teacher Education (NCATE)
- North Carolina Department of Public Instruction
- Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association.

The Didactic Program in Dietetics and the post baccalaureate Dietetic Internships Program are accredited by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association (120 South Riverside Place, Suite 2000, Chicago, IL 60606-6995, telephone 312-899-0040). The college is a member of the American Association of Colleges, the American and North Carolina Association of Colleges for Teacher Education and the National Collegiate Athletic Association. Graduates of Meredith are eligible for membership in the American Association of University Women (AAUP).

## Recognition

Meredith's educational program has been recognized in several publications. *U.S. News & World Report* ranked Meredith thirteenth among the best master's universities in the South in its 2004 edition of America's Best Colleges. It is also named as one of the "Best 201" in *Great Colleges for the Real World: Get In. Get Out. Get a Job.* (Violtt, Octameron Associates, 2002).

## Graduate Admissions

### Graduate Studies Office

#### Park Center

Open weekdays 8 a.m. – 5 p.m.

Evenings by appointment

(919) 760-8423

[www.meredith.edu/admissions/graduate-students.htm](http://www.meredith.edu/admissions/graduate-students.htm)

The John E. Weems Graduate School seeks to enroll students who will not only benefit from a particular graduate program, but who will also contribute to the classroom discussion based on their own experience. Applicants must have successfully completed a bachelor's degree program from a regionally accredited four-year institution. Each applicant is evaluated by an admissions committee on the basis of baccalaureate-level preparation, undergraduate grade point average, standardized test scores, work experience, letters of reference and other criteria established by the specific departments.

Each Meredith graduate student has up to six years from the time of initial enrollment in graduate-level courses to complete the requirements for the degree. If the requirements are not completed within six years, the student's admission will be terminated.

Provisional admission may be granted to a degree-seeking student who has applied for admission to one of the graduate programs, but still needs to fulfill the departmental prerequisite criteria. In this case, the student will be granted admission pending the successful completion of the prerequisites, defined as earning an A or B grade. Women and men may take undergraduate prerequisite courses and MBA foundation courses if they are admitted provisionally. Provisional status is limited to two calendar years. Students who fail to qualify for full admission within two years will be dropped from the program. A student who is dropped from the program or denied full admission by the department may appeal this decision to the Director of Graduate Studies.

### Application Procedures

To be considered for admission to a graduate program, all application materials must be submitted to the Graduate School by:

- **July 1** for fall admission beginning in August
- **November 1** for spring admission beginning in January
- **April 1** for summer admission beginning in May.

Graduate application materials may be obtained by contacting the Graduate Studies Office at:

#### Meredith College

#### The John E. Weems Graduate School

3800 Hillsborough Street

Raleigh, North Carolina 27607-5298

Telephone: 919-760-8423

Fax: 919-760-2898

Email: [graduate@meredith.edu](mailto:graduate@meredith.edu)

[www.meredith.edu/graduate](http://www.meredith.edu/graduate)

The program-specific materials listed below must be submitted to the Graduate Studies Office by the appropriate deadline in order for an application to be considered complete.

See the Dietetic Internship program section of this catalogue on pages 31–32 for DI application procedures.

### Requirements for Admission

#### MASTER OF BUSINESS ADMINISTRATION

- Application and non-refundable \$50 application fee
- Official transcripts from all colleges and universities attended, in sealed envelopes with institution's seal over the flap. In addition, World Education Services (WES) translations for international transcripts, mailed directly from WES, Inc. ([www.wes.org](http://www.wes.org))
- Two completed recommendation forms, in sealed envelopes, from people with knowledge of the applicant's professional work or ability

- Official report of scores of the Graduate Management Admissions Test (GMAT), mailed directly from the Educational Testing Service
- Statement of work experience (resume or C.V.)
- Responses to essay questions

*Once a complete application has been received, the applicant may be contacted to schedule an interview.*

#### MASTER OF EDUCATION AND LICENSURE PROGRAMS

- Application and non-refundable \$50 application fee
- Official transcripts from all colleges and universities attended, in sealed envelopes with institution's seal over the flap. In addition, World Education Services (WES) translations for international transcripts, mailed directly from WES, Inc. ([www.wes.org](http://www.wes.org))
- Two completed recommendation forms, in sealed envelopes, from people with knowledge of the applicant's professional work or ability
- Official report of scores of the Graduate Record Examinations (GRE), mailed directly from the Educational Testing Service, or official mailed scores from the Miller Analogies Test (MAT)
- Statement of work experience (resume or C.V.)
- Copy of teaching license
- Responses to essay questions

*Once a complete application has been received, the applicant may be contacted to schedule an interview.*

#### MASTER OF MUSIC IN PERFORMANCE AND PEDAGOGY

- Application and non-refundable \$50 application fee
- Official transcripts from all colleges and universities attended, in sealed envelopes with institution's seal over the flap. Must have undergraduate major in music. In addition, World Education Services (WES) translations for international transcripts, mailed directly from WES, Inc. ([www.wes.org](http://www.wes.org))
- Two completed recommendation forms, in sealed envelopes, preferably from present or former music teachers. Recommendations from colleagues familiar with musical skills are also accepted.
- Music Data Form, which includes repertoire list and essays.

*Once a complete application has been received, the applicant will be contacted to schedule an interview and audition.*

#### MASTER OF SCIENCE IN NUTRITION

- Application and non-refundable \$50 application fee
- Official transcripts from all colleges and universities attended, in sealed envelopes with institution's seal over the flap. In addition, World Education Services (WES) translations for international transcripts, mailed directly from WES, Inc. ([www.wes.org](http://www.wes.org))

- Two completed recommendation forms, in sealed envelopes, from people with knowledge of the applicant's work or ability
- Official report of scores of the Graduate Record Examinations (GRE), mailed directly from the Educational Testing Service
- Statement of work experience (resume or C.V.)
- Responses to essay questions

*Once a complete application has been received, the applicant may be contacted to schedule an interview.*

### International and Permanent Resident Applicants

*International and permanent resident applicants must also submit:*

- Test of English as a Foreign Language (TOEFL) scores, mailed directly from the Educational Testing Service (ETS). Scores must not be more than one year old, unless the student has been enrolled full-time in an accredited American college or university in the interim.

Except in cases where English is their native language, international applicants must submit satisfactory scores on the Test of English as a Foreign Language (TOEFL). The TOEFL Bulletin of Information is available at American embassies and consulates, or can be obtained by writing: TOEFL, CN 6155, Princeton, New Jersey 08541-6155.

International students must also present copies of the following forms to the Graduate Studies Office:

- Passport
- Visa Clearance Form and copy of current Visa
- Arrival/Departure Record, if applicable
- I-20 ID, if applicable
- Alien Registration Number (permanent resident only)
- Financial statement showing resources for a two year period
- Proof of health insurance

Applicants holding F-1 Visas must list the school or college they have permission to attend, and submit a copy of their current I-20 form. The College will assist them in the preparation of a new I-20 form, if applicable. Admission of a foreign student who requires an F-1 Visa will be conditional until the proper Visa is obtained. A student must be admitted to the degree program to receive an I-20.

### Non-Degree, Post-Baccalaureate Study

An individual with a bachelor's degree from a regionally-accredited four-year college or university may enroll in graduate courses without being admitted to a degree program. The following must be submitted to enroll as a Post-Baccalaureate Study (PBS) student:

- Application and non-refundable \$25 application fee
- Official transcripts from all colleges and universities attended, in sealed envelopes with institution's seal over the flap. In addition, World Education Services (WES) translations for international transcripts, mailed directly from WES, Inc. ([www.wes.org](http://www.wes.org))

No more than six graduate-level credit hours taken in this manner may be applied toward graduate degree requirements. PBS students may register for classes only after degree-seeking students are registered. If a PBS student decides to apply to be a degree candidate, all requirements for admission must be met, including the \$50 non-refundable application fee.

Women may take prerequisite courses in Meredith's undergraduate school through PBS; men may not take undergraduate courses as PBS students since Meredith's undergraduate program is for women only. Both women and men may take the Foundation Courses for the MBA program as PBS students.

### Visiting Students

A visiting student is a graduate student enrolled in another college or university who wants to take a course or two at Meredith College, and have the credit transferred to the originating school. The following must be submitted to enroll as a visiting student:

- Application and non-refundable \$25 application fee
- Letter from a representative of the school to which applicant plans to transfer credit, stating that the student has permission to take specified courses at Meredith College.

The visiting student must request that the registrar at Meredith send a copy of the transcript to the originating school when the course(s) is/are completed.

### Admission Tests

In order for a degree application to be considered complete, the appropriate official report of scores must be received by the Graduate Studies Office. Whether an applicant chooses to prepare via self-study or take a preparatory course, sufficient time should be allowed to prepare for an admission test. **Applicants should indicate Code No. 5410 for Meredith College on the test registration form so that an official report will be sent to Meredith College.** Allow a minimum of three weeks for the official report to be mailed from the testing center.

The Graduate Management Admission Test (GMAT) and Graduate Record Examinations (GRE) tests are administered as computer adaptive tests (CATs) throughout North America and at many international sites. These tests measure general verbal, mathematical and analytical writing skills. The Miller Analogies Test (MAT) is an analytic ability test requiring the solution of problems stated as verbal analogies, with a few quantitative analogies. The MAT is intended to assess the student's ability to recognize relationships between ideas, fluency in the English language and general knowledge of literature, philosophy, history, science, mathematics and fine arts. These tests are viewed as predictors of academic success in the first year of graduate school.

Applicants to Meredith's graduate program in Education or Nutrition who have previously earned a master's degree or a doctorate from a regionally-accredited college or university may choose not to take the admissions examination for that program (e.g., GRE or MAT). Acceptance of an advanced degree in place of an admissions examination does not guarantee admission to a program.

An applicant to Meredith's Master of Science in Nutrition program who has successfully (received all As or Bs) completed his or her academic coursework for Meredith's Dietetic Internship, may request in writing that s/he be allowed to substitute this academic work, along with a recommendation from his or her DI supervisor, for the GRE.

The GMAT is required for all MBA applicants.

**Graduate Management Admission Test (GMAT)**

Educational Testing Service  
P.O. Box 6103  
Princeton, New Jersey 08541-6103

**Phone:** 609-771-7330;  
609-771-7780 (Disability Services);  
609-771-7714 (TTY)  
*[www.gmat.org](http://www.gmat.org)* (or *[www.mba.com](http://www.mba.com)*)  
Email: *[gmata@ets.org](mailto:gmata@ets.org)*

**Graduate Records Examinations (GRE)**

**GRE-ETS**  
P.O. Box 6000  
Princeton, New Jersey 08541-6000

**Phone:** 609-771-7906;  
609-771-7780 (Disability Services);  
609-771-7714 (TTY)  
*[www.gre.org](http://www.gre.org)*  
Email: *[gre-info@ets.org](mailto:gre-info@ets.org)*

**Miller Analogies Test (MAT)**

The Psychological Corporation  
Miller Analogies Test  
Customer Relations  
19500 Bulverde Road  
San Antonio, Texas 78259

**Phone:** 800-622-3231 or 210-339-8710;  
*[www.hbtpc.com/mat](http://www.hbtpc.com/mat)*  
Email: *[scoring\\_services@harcourt.com](mailto:scoring_services@harcourt.com)*

**Notification of Admission**

Applicants are notified of admission status in writing by the Graduate Studies Office upon completion of the review process by the Admissions Committee. To accept the offer of admission and to be able to register, a new student must return a Confirmation Form and a non-refundable deposit of \$100 to the Graduate Studies Office by the date specified in the admissions letter. This deposit will be applied toward the student's first tuition bill.

# Graduate Academic Policies

## Important Offices

### Graduate Studies Office

#### Park Center

Open weekdays 8 a.m. – 5 p.m.

Evenings by appointment

(919) 760-8423

[www.meredith.edu/graduate](http://www.meredith.edu/graduate)

### Accounting Office

#### Johnson Hall

Open weekdays 8 a.m. - 4 p.m.;

until 6 p.m. on Monday and Thursday

(919) 760-8363

### Registrar's Office

#### Johnson Hall

Open weekdays 8 a.m. - 5 p.m.;

until 6 p.m. on Monday and Thursday

(919) 760-8593

[www.meredith.edu/registrar](http://www.meredith.edu/registrar)

## Honor and Integrity

### The Honor Code

In keeping with the traditions of honor at Meredith College and the John E. Weems Graduate School, all graduate students are expected to demonstrate personal integrity in their work and actions. By accepting admission to the Graduate School, students acknowledge and agree to adhere to the Honor Code.

Any dishonorable action will be regarded as a violation of the Honor Code. In particular, students must refrain from cheating, stealing, lying or plagiarizing. See the list of Honor Code violations below.

If a student is aware of a violation by another student, s/he should call that student's attention to the violation and ask that the student turn him- or herself in. If the student refuses, the observer must decide on the basis of his or her conscience whether or not to report the student whom s/he believes has violated the honor code.

1. Students should report themselves or be reported to a faculty member, coordinator or director of their graduate program. A faculty member who observes students in violation of the honor code should confront them.
2. Upon receiving such a report or making such an observation, the faculty member should notify the Director of Graduate Studies.
3. The Director of Graduate Studies will convene a Graduate Honor Council composed of a student representative, a faculty member and a member of the Graduate Studies Committee. The Director will not sit on the Graduate Honor Council. The Graduate Honor Council will hear the facts of the case from the accused, the accuser (if any) and the faculty member. The Graduate Honor Council recommends penalties, if any and reports them to the Director.
4. The Director will notify the accused student of the findings of the Graduate Honor Council and ensure that any penalties are enforced.
5. If s/he wishes, the student may appeal the ruling to the Director within 48 hours of notification of the decision.
6. Should the student wish to appeal further, s/he may do so within 48 hours to the Vice President for Academic Affairs. A final appeal may be made within 48 hours to the President of the College, whose ruling is final.

*Note: Penalties resulting from cases involving academic dishonesty do not preclude the right of the professor to levy an academic penalty that s/he deems appropriate.*

### Description of Honor Code Violations

Violations of the Honor Code include, but are not limited to:

- Unauthorized copying, collaboration or acceptance of assistance in the preparation of academic work.
- Plagiarism, which is defined as the intentional representation of another person's words, thoughts or ideas as one's own.
- The use of notes, books or other unauthorized aids on examinations.

- Theft or misuse of, or damage to, any personal property on institutional premises, any academically related personal property wherever located or any College property.
- Violation of any College policies as set forth in this Graduate Student Catalogue and Handbook.
- Alteration, forgery, falsification, abuse or fraudulent misuse of college documents, records or identification cards.
- Violation of rules governing any College-owned, -operated or -regulated property.
- Possession of firearms or other weapons on College property or at College-sponsored functions.
- Conduct resulting in physical harm and/or harassment of another. Harassment includes, but is not limited to, acts of intolerance and/or malice directed at individuals or groups and delivered in oral, written or electronic form.
- Intentional disruption or obstruction of teaching, research, administration, disciplinary procedures or other college activities, operations or functions, including the failure to appear before college officials or disciplinary bodies when directed to do so.
- Disorderly conduct on College-owned, -operated or -controlled property or at College-sponsored functions. Disorderly conduct shall include acts that violate the rights of others, that tend to breach the peace or that are deemed lewd, indecent or obscene.
- Unauthorized entry into, occupation of or trespass upon College facilities or property.
- Unauthorized use of the name of the College or the names of member organizations in the College community.
- Intentional abuse of a position of trust or responsibility within the College community.
- Furnishing of false information with intent to deceive, to members of the College community who are acting in the exercise of their official duties.
- Aiding or abetting any violation of the Honor Code.
- Any other conduct deemed by the College to be undesirable or unacceptable, or which interferes with or threatens the College's ability to fulfill its educational purposes.

NOTE: A student may be accused of more than one violation as a result of a single incident.

*Ignorance of a rule or regulation shall not be accepted as a defense by the Graduate Honor Council. The College reserves the right to make violations of federal, state or local law by its students a matter for consideration and action of the Graduate Honor Council. In addition, misconduct by Meredith students while on other college or university campuses may be cause for Graduate Honor Council action. The College may suspend students awaiting court hearings of felony violations.*

## Registration and Course Credit

### Choice of Catalogue

Students are subject to the degree requirements and policies described in the Graduate Catalogue that is in effect when they first enroll, or any subsequent catalogue published during their time of study. A student who is approved for re-admission to the College after an absence of more than one year will comply with the requirements either of the catalogue under which s/he is readmitted or those of a subsequent catalogue. Exceptions may be necessary in order to conform to standards of outside accrediting agencies.

### Registration

New and continuing students work directly with their Program Director/Advisor for individual academic advising. Once the student has been advised he or she may use WebAdvisor to register on-line during the preregistration period. A degree-seeking student who is enrolled in six graduate credit hours per semester is defined as a full-time graduate student.

A summary of registration and tuition information, as well as a link to web registration is posted on the Registrar's web site at [www.meredith.edu/registrar](http://www.meredith.edu/registrar). The course schedule is also available on this site.

### Dropping/Adding a Course

A student may add or drop a course or change sections only during the first five calendar days of the semester. The student may use WebAdvisor to do so on-line or make the changes with the Graduate Program Director/Advisor. The student may add a course if space is available, or with the approval of the Graduate Program Director/Advisor. For courses that begin later in the semester the student may add or drop that course up until the beginning of the second class period.

### Auditing a Course

A student who wishes to change grading for a course from a letter grade to audit must submit a completed drop/add form, signed by the professor and the advisor, to the Graduate Studies Office within the first 12 hours of instruction in the course (a 50-minute class is considered one hour of instruction).

### Leave of Absence (LOA)

Students who wish to interrupt their graduate study for one semester or more (up to one year) should notify their Program Director/Advisor of their intent, sign a Graduate Leave of Absence form, and submit it to the Registrar's Office. They may later return to the program with the same status they held at the time of their departure and under the same catalogue. This policy does not change the six-year time limit (starting when the student originally entered the program) required for completion of the graduate degree. For a Leave of Absence request to be considered, the student must be in good standing

financially, academically and socially. LOA forms can be obtained from the registrar's website.

#### Withdrawal

A student who wishes to withdraw permanently from the program must submit an official Withdrawal Form signed by his or her Program Director/Advisor to the Graduate Studies Office. Withdrawal forms can be obtained from the registrar's website.

A student who does not wish to complete a course for which s/he is enrolled must withdraw officially through the registrar's office. If a student drops out of the class and fails to withdraw officially, s/he will be treated as if s/he were still in the course and a grade will be recorded accordingly.

Students who withdraw and then want to return to school must re-apply to the program.

If a student withdraws, is dismissed, or is granted a leave of absence from Meredith before the end of a semester, s/he is responsible for the following percentage of the full semester tuition:

*Student must pay:*

Up to and including the 5th calendar day of the semester	0%
6th through 10th calendar day of the semester	20%
11th through 20th calendar day of the semester	40%
After 20th calendar day of the semester	100%

Any refund due will be mailed from the Accounting Office to the student after the withdrawal or leave of absence paperwork has been processed.

### **Transfer Credit and Credit from Other Programs**

#### Cooperating Raleigh Colleges (CRC) Credit

Meredith, Peace, and St. Augustine's Colleges, and North Carolina State and Shaw Universities form a consortium through which these schools provide their collective educational resources to students at each of the five institutions. Under this agreement, Meredith graduate students may take courses at any of the other four schools.

A student who wishes to register for a course at one of the CRC schools should obtain a special request form from the Registrar's Office and must secure the approval of their advisor. Except under unusual circumstances, approval will be given only for those courses not available at Meredith.

Written appeals to an advisor's decision should be submitted to the Director of Graduate Studies. Prerequisite courses may also be taken through CRC with the prior approval of the student's advisor. All CRC graduate courses are considered transfer credit.

#### Transfer Credit

Requests for transfer of graduate credit from another regionally-accredited institution must be evaluated and approved by the school. Depending on the degree requirements and the course content, the school reserves the right to deny its transfer. Requests for transfer of credit should be accompanied by an official transcript(s), course descriptions and syllabi. Courses taken at Cooperating Raleigh Colleges are considered transfer credit. Only six hours of transfer credit may be applied to a graduate degree program at Meredith College. MBA students may only transfer courses with written permission from the Director of the MBA Program. All transfer courses must carry a grade of B or better.

#### Distance Learning Credit

The Graduate School will not apply toward a degree more than three credit hours from distance learning instruction, which includes correspondence, television or Internet courses, whether taken at Meredith or at another institution. Each program reserves the right to evaluate the nature of any such course. Whether presented as an admission credential or taken after admission to the program, any distance learning credit must be earned at a regionally-accredited institution and must be evaluated and approved by the program.

### **Academic Status and Grades**

#### Grade Changes and Corrections

A professor may make grade changes in consultation with the Department Head or Dean. Grades may not be changed later than the last class day in the semester following the term during which the course was taken. After a grade has been given, the grade cannot be changed on the basis of additional assignments completed after the semester is over (does not apply to an I grade).

#### Academic Warning and Probation

A student who receives one grade of C will receive a letter of academic warning from the Program Director. The student will be required to meet with the Program Director to review the circumstances and to receive counsel and guidance that may apply to those circumstances.

A student who receives two C grades will be placed on probation and will be notified in writing by the Program Director and will be required to meet with her or him.

A student who receives three C grades will be automatically dropped from the graduate program. The student will be notified in writing.

### Appeals Process

A student who is experiencing problems with a grade or other aspects of a course should first discuss the matter with the professor or Program Director/Advisor. The student may appeal to the appropriate Academic Progress Committee within eight months of receiving the grade or initially having a problem. The student will be notified in writing of the committee's decision within five working days of the committee meeting.

Further appeal may be made to the Director of Graduate Studies, then to the Dean of the school, and ultimately, to the Vice President for Academic Affairs.

### Withholding Grades

All services in the Registrar's Office are contingent upon satisfactory college accounts and other obligations. Transcripts and grades may be withheld at the discretion of College officials for lack of payment of fees and fines, and for failure to complete other College obligations.

### Grading

Each professor is responsible for evaluating a student's performance in class. Using the official grading system, the professor decides the weight allotted to each aspect of students' work in the course. It is the obligation of the professor to explain, at the beginning of each semester, the various components of grading in the course and the criteria by which the final grade is determined. Students should have the opportunity to examine assignments they submit to understand the grades assigned to them.

*The following grading system applies to all graduate courses:*

A	Excellent
B	Satisfactory
C	Low Passing
F	Failure
W	Withdrawal
I	Incomplete
Z	Interim grade
N	Missing grade
Au	Audit
NA	No Audit

The I grade is given when a student and a professor have agreed that, for good reasons, the student cannot complete the course on time. The professor sets forth the requirement for completing the course during the next semester. These requirements should be clearly understood by both the professor and the student. An agreement between the two parties as to the work to be completed and the time it must be submitted must be filed in the Graduate Studies Office. All work must be completed no later than the final class day of the following semester, or the grade automatically becomes an F.

A Z grade will be assigned for a course that extends beyond a normal grading period. When the course is complete, the professor submits the grade to the Registrar's Office.

An N grade will be assigned at the discretion of the Registrar's Office when a professor has not turned in a grade. While there must be a grade for each student in every course before the grade processing can begin, there are instances when processing must start before all grades have been reported. In these cases, the N grade will be assigned for any missing grade.

A student who receives an F grade will have her or his status automatically reviewed by the program. S/he will be notified within ten working days whether s/he will be allowed to continue the program and of the specific conditions of continuation, if applicable.

## **Degree Requirements**

### Academic Advising

Each graduate student will be assisted by the Program Director/Advisor in planning his or her program of study from beginning to completion.

### Graduate Degree Requirements

These requirements apply to all students who wish to receive a master's degree from the John E. Weems Graduate School:

- A student may not apply more than six hours of C grades toward her/his degree.
- A student must complete requirements for her/his degree within six calendar years. Under unusual circumstances, students may request an extension. The request must be made to the Department Head or Dean and submitted to the Graduate Studies Office.
- A culminating activity, designed to integrate the knowledge, skills, competencies and values addressed in each program. Activities that meet this requirement are specified and administered by each program.
- A student who has completed all coursework toward the degree but still needs to complete other degree requirements must be registered for one hour per semester. This is accomplished by registering for course 800, which carries no graduate degree credit.
- Limits on the maximum number of graduate courses or hours that may be applied to the degree requirements are established by each program.
- A student may not apply more than six hours of transfer credit, including CRC credit, to a degree program.
- A student may not apply more than six hours of graduate credit taken at Meredith as a Post-Baccalaureate Study student toward degree requirements.

- All prerequisites and foundation courses must be completed with a grade of B or better.

### Special Studies

Special study options are designed to add flexibility to the curriculum and to provide professors and students the opportunity to experiment within the limitations of a tight curriculum.

This category includes individual study, special topics, off-campus study (international and otherwise) and community internships. Members of the faculty or students who wish to use this category must obtain the approval of their advisor and Department Head or Dean.

## **Graduation**

### Graduation Procedures

Students who have finished their program's course requirements in the summer, or will finish them by the end of the fall semester, have a choice of attending either the December ceremony (which has limited seating) or the larger Spring ceremony (with unlimited seating on a first-come basis). The Winter ceremony will be held on Saturday, December 10, 2005, at 10 a.m. in Meredith's Jones Auditorium. The Spring ceremony will be held on Sunday, May 14, 2006, at 10 a.m. in Meredith's Amphitheater (rain location is the Raleigh Convention Center Complex).

Students must file an Application for Diplomas form and pay a graduation fee, which includes the costs of the diploma and unlimited free transcripts from Meredith College. Intent to Graduate forms are available through the Registrar's Office. Graduate students must purchase, from Meredith's Supply Store, a traditional black gown and a hood in the color representing their field of study.

## **Access to Education Records**

### FERPA

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law requiring Meredith College and other educational institutions to protect the confidentiality of student education records. Meredith College has adopted the policies outlined below to comply with the law, inform students of their privacy rights and protect student education records.

Although student education records are protected, Meredith College is not required to protect information that is classified as "directory" information. Meredith College has the right to release the following directory information without a student's prior consent:

- Name, address, telephone number and e-mail address
- Date and place of birth and country of citizenship
- Dates of attendance, academic major, degrees and awards received
- Institutions attended
- Heights and weights of athletic team members
- Participation in sports and activities
- Student photographs.

Graduate students who would like their directory information to be protected under the same FERPA guidelines as those used for education records should submit a written request to the Graduate Studies Office by the 20th class day of the fall or spring semester. This request is *not* retroactive.

Meredith College is permitted by law to release and share student education records without prior consent to the following parties:

- Meredith College employees with a legitimate educational purpose
- Officials from other schools to which the student seeks admission
- Appropriate persons in connection with a student's application for, or receipt of, financial aid
- Federal or state officials as defined in paragraph 99.37 of the Family Educational Rights and Privacy Act of 1974
- State and local officials authorized by state statute
- Organizations conducting studies for, or on the behalf of, Meredith College for the purpose of assisting in accomplishing the College's stated goals
- Organizations conducting studies for schools the student has attended
- Accrediting organizations, to carry out their functions
- Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954 (Written consent may be allowed from either of these separated or divorced parents subject to any agreement between the parents or court order. In the case of a student whose legal guardian is an institution, a party independent of the institution, appointed under state and local law to give parental consent, may be allowed to do so.)
- In compliance with judicial order or subpoena
- Appropriate persons in connection with an emergency if such knowledge is necessary to protect the health or safety of a student or other person.

NOTE: With the exception of Meredith College employees who have been determined by the College to have a legitimate educational purpose, all individuals and agencies who have requested or obtained access to a student's record (other than directory information) will be noted in a record that is kept with each student's education records. A request must be in writing stating the purpose of the request. This record will also indicate specifically the legitimate interest that the person or

agency had in obtaining the information. If the legitimate educational purpose of a request is in question, the matter will be referred to the President of the College for adjudication.

Meredith College will comply with FERPA to protect student education records from unauthorized access.

### **Definitions**

Education Records are those records, files, documents and other materials that: (1) contain information directly related to a student; and (2) are maintained by Meredith College or by a person acting for the College.

Records are information recorded in any medium, including, but not limited to: handwriting, print, electronic media, tapes, film, microfilm and microfiche. Education records do *not* include: (1) personal notes; (2) records available only to law enforcement personnel; (3) employment records; or (4) medical and psychiatric records (these are accessible by the student's physician); (5) directory information previously defined.

**School officials or employees** are persons employed by the College, elected to the Board of Trustees or employed by or under contract to the College to perform a special task, such as an attorney or auditor.

**Legitimate educational purpose** is the performance of a job-related task related to a student's education, performance of a task related to the discipline of a student or providing a service or benefit related to the student or student's family, such as health care, counseling, job placement or financial aid.

**Students** are persons who are or have been enrolled at Meredith College. Applicants who do not enroll or who are declared ineligible to enroll have no inherent right to inspect their files. Whenever "student" is used in reference to personal rights, an eligible parent of a dependent student has similar rights.

**Eligible parents** are those who have satisfied Section 152 of the Internal Revenue Code of 1954 and who present such proof to the custodian of an education record. Normally, the proof will be a certified copy of the parent's most recent Federal Income Tax Form.

### **Procedures for Accessing Education Records**

Meredith College, in compliance with FERPA, permits students to have access to their education records.

Graduate students wanting access to their education records should file a written request to the Graduate Studies Office. Students may ask for an explanation and/or copy of any record. If there seem to be corrections needed to the education record requested by the student, the student may submit an appeal, in writing, for a formal hearing. The President of the College will appoint an Appeals Committee, which must meet within 45

days of receipt of the written appeal. The committee will allow the student to present evidence to substantiate the appeal and shall render a written decision to the student within 45 days of the hearing. NOTE: This policy does not provide for a hearing to contest an academic grade.

### **Exclusions**

FERPA does *not* give students access to the following records or information:

- Financial records of parents, or any information therein
- Confidential letters and statements of recommendation that were placed in the education record prior to January 1, 1974
- Records to which access has been waived by the student (This exclusion applies only if a student, upon request, is notified of the names of all persons making confidential recommendations and if such recommendations are used solely for the purpose for which they were intended.)

### **Destruction of Education Records**

Meredith College will retain student education records as long as information is valid and useful. Student educational records will be destroyed when the records are no longer of use to the institution. All records will be destroyed by means of confidential disposal.

### **Informing Students**

Meredith College informs its students of the policy governing privacy rights of students' education records by publishing its policy.

## Costs and Financial Assistance

### Financial Assistance Office, Johnson Hall

Open weekdays 8 a.m. – 5 p.m.;  
until 6 p.m. on Monday and Thursday (919) 760-8565

### Accounting Office, Johnson Hall

Open weekdays 8 a.m. – 5 p.m.;  
until 6 p.m. on Monday and Thursday (919) 760-8363

### Tuition and Fees 2005-2006

Business Administration and Business Foundation:	\$465 per credit hour
Education, Nutrition, Music:	*\$345 per credit hour
Dietetic Internship:	\$5,750

If a student takes undergraduate  
courses as prerequisites: \$525 per credit hour

*\*Additional charges are added for certain applied music lessons,  
recitals and accompanists in the Master of Music program.*

### Payment Methods

Fall semester billing date: July 1, payment due August 1;

Spring semester billing date: December 1, payment due  
December 15;

Summer payments are due the Wednesday before the term  
start date.

You may pay by check, money order or credit card (MasterCard  
or VISA only). Cash is accepted during business hours.

Credit card payments may be made in person or by phone  
during business hours.

Make checks and money orders payable to *Meredith College*  
and drop off or mail to: Meredith College, Accounting Office,  
3800 Hillsborough Street, Raleigh, NC 27607-5298.

### Loan Eligibility

Graduate students are eligible to borrow funds from the  
Federal Stafford Loan Program to assist with their educational  
expenses. Applications for financial assistance (FAFSA) and  
for the loan programs are available at the Office of Financial  
Assistance in Johnson Hall or by visiting [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### Business Administration Scholarships

Two scholarship funds provide financial assistance for degree-  
seeking students in the Master of Business Administration  
program. Information about these scholarships is provided to  
eligible applicants and students.

The Shearon Harris Scholarship Fund was established in  
memory of Shearon Harris, a Meredith trustee, chairman of  
the Board of Associates, and an exemplary community leader.  
His family established the fund to express a commitment to

church-related higher education and to perpetuate his interest  
in supporting Meredith College students.

The Wyford Scholarships are made possible by a bequest from  
Meredith graduate, Louise Ledford Wyatt, '30. The Wyford  
Scholarship Fund was established by her husband, Guy E. Wyatt;  
her mother, Bess J. Hord; and her father, John Ferris Ledford.

### Teacher Tuition Assistance

Teachers enrolled in the Master of Education program are eli-  
gible to receive tuition assistance of \$200 for each three-credit  
course. Students must be under contract in a North Carolina  
public or private school at the K–12 level. The student must  
have the principal of the school verify employment each contract  
term. Students return these forms to the Accounting Office.

### Martin Marietta Scholarships for Master of Education

Martin Marietta scholarships for Master of Education are open  
to degree-seeking or licensure-only students who demonstrate  
the following: financial need, academic success and commit-  
ment to teaching. In accordance with Martin Marietta guide-  
lines, priority is given to students whose specialty is teaching  
English as a second language.

### Music Scholarships

The Dr. Harry E. Cooper Scholarship was established to honor  
the long-time head of the music program at Meredith. The  
Beatrice Donley Scholarship is awarded to a graduate-level voice  
student to honor the long-time former head of the vocal sec-  
tion of Meredith's music program. Additional information on  
these scholarships can be obtained from the Coordinator of  
Graduate Music Studies or the Music Office.

### Parking

To park on campus, students are required to have a parking  
decals, which can be purchased for the academic year (August  
through July) for \$100 from the Campus Security Office. Daily  
passes are also available for \$1 per day. For more  
information about parking see page 43.

# Master of Business Administration

## School of Business

### Harris Building

Sidney C. Adkins, Ed.D., *Dean, School of Business*

John C. Milewicz, Ph.D., *Head, Academic Programs*

Page Midyette, M.B.A., *Director, MBA Program*

## School of Business Mission Statement

Our mission is to provide an academically challenging learning experience that develops critical-thinking skills in all areas of business administration, and which emphasizes teamwork, leadership, communication skills and ethical decision making. Excellent teaching is complemented by strong, collaborative faculty/student relationships, by faculty scholarship that enhances our curriculum and by service to the College and to our community.

## Prerequisite Coursework

Students may complete prerequisites as provisionally admitted students. With the approval of the Director of the MBA Program, enrollment in select 600-level courses is permitted concurrent with the student's enrollment in her/his final 500-level course. All prerequisites must be completed with a grade of B or better. No prerequisite courses will be accepted if they were taken more than 10 years prior to formal admission to the John E. Weems Graduate School.

Prerequisites may be satisfied by coursework, the College Level Examination Program (CLEP) or departmental examinations administered by specified faculty members in the relevant subject area. A grade of B or better is required. Students who have questions about completion of prerequisites are advised to consult the Director of the MBA Program.

## Program of Study

The MBA program consists of 30 semester hours of core curriculum coursework. For some students, additional foundations courses (3 to 18 credit hours) may be required, depending upon the undergraduate preparation.

## Course Descriptions (Foundation Courses)

Foundations Courses are offered to provide graduate students who are fulfilling prerequisites with coursework designed to fit their schedules..

### BUS 510 – FOUNDATIONS IN QUANTITATIVE METHODS

An introduction to the theory, principles, and application of statistical and other quantitative analytic techniques. Special emphasis on the acquisition of skills needed in preparation for core MBA courses. *3 hours*

### BUS 520 – FOUNDATIONS IN ECONOMICS

An introduction to the theory, principles, and application of managerial economics. Special emphasis on the acquisition of the skills needed for BUS 620 and other core MBA courses. *3 hours*

### BUS 530 – FOUNDATIONS IN ACCOUNTING

An introduction to the theory, principles and application of the preparation and use of internal accounting information for the planning and controlling of company activities. *3 hours*

### BUS 540 – FOUNDATIONS IN MARKETING AND MANAGEMENT

An introduction to the theory, principles and application of basic management and marketing skills and functions that are associated with the achievement of organizational effectiveness and with the marketing of the goods and services upon which that organization depends. *3 hours*

### BUS 550 – FOUNDATIONS IN FINANCE

A summary of financial policy practices in the acquisition and management of funds by the firm. It applies theory to time valuation of money, financial statements, forecasting of financial statements and cash flows, capital budgeting and cost of capital. *Prerequisite: BUS 530. Corequisite: BUS 510. 3 hours*

### BUS 560 – FOUNDATIONS IN LEGAL AND REGULATORY ISSUES

An examination of the legal and regulatory environment of business, including ethics and the place of law in society and in business. *3 hours*

## Course Descriptions (Core Courses)

### BUS 620 – DOMESTIC AND GLOBAL ECONOMIC ISSUES

Application of economics principles to the tasks and problems faced by business managers. Focus is on the impacts of market structure, the legal/political environment, macroeconomic environment and international considerations on value-maximization decisions pertaining to resource usage, production levels and pricing strategies as practiced in imperfectly competitive markets. *3 hours*

### BUS 630 – MANAGERIAL ACCOUNTING

An approach to analysis of accounting data relevant to management decision making. Topics include budgeting, differential costs in alternative decisions, allocation of costs, cost relationships, pricing, standard costing and performance evaluation. *3 hours*

### BUS 640 – ORGANIZATIONAL BEHAVIOR

An exploration of the theory, principles and application of the management skills and functions associated with the achievement of organizational effectiveness. *3 hours*

### BUS 642 – LEADERSHIP AND ETHICAL BUSINESS PRACTICE

This course explores how leadership and organizational theory used properly will enhance individual and organizational effectiveness. It examines various approaches used in the study of leadership and the circumstances under which theory can be most effectively applied. Ethical issues business managers routinely face are examined with consideration as to individual response. Emphasis will be on case analysis as a primary learning technique. *3 hours*

### BUS 644 – ELECTIVE: GRADUATE STUDENT BUSINESS COMPETITION

Teams are assigned as management consultants by the Small Business and Technology Development Center (SBTDC) to local companies. They are expected to identify and analyze problems confronting the company and recommend resolutions to the management. Written reports and oral presentations are required. Each team member will commit 100 to 120 hours of time to the case. *Pre-requisite: completion of a minimum of 12 hours of 600-level courses to take this elective. 3 hours*

### BUS 650 – MANAGERIAL FINANCE

An examination of the role of financial management of the firm in short- and long-term resource planning. Emphasis is on the basic techniques utilized in financial decision making, valuing, cash flows, capital structure, managing working capital and optimal investment policy. *Prerequisite: BUS 630. 3 hours*

### BUS 652 – ELECTIVE: FINANCIAL FORECASTING AND ANALYSIS

This course is a study of various topics in Finance. Topics include complex time value of money, investment topics such as diversification, advanced valuation topics, capital budgeting, cost of capital, capital structure, dividend policy, leasing, mergers and derivatives. *3 hours*

### BUS 670 – MARKETING STRATEGY

An analysis of the marketing management decision process, with particular emphasis on market opportunity analysis, strategy development, planning and the integration of marketing with overall corporate strategy. *3 hours*

### BUS 672 – ELECTIVE: INTERNATIONAL MARKETING

The purpose of this course is for students to understand challenges presented by the complex economic, political, legal and social environment found in non-domestic markets, and for students to develop strategies to meet the unique requirements presented by these challenges. Successful students will gain the knowledge and managerial skills that are essential for successful marketing in the international arena. *3 hours*

### BUS 680 – OPERATIONS MANAGEMENT

An exploration of the design, operation and improvement of the systems that create and deliver the firm's primary goods and services. This course provides a multi-industry study of the organizational processes that produce goods and services, with an emphasis on operations as part of a value chain. *3 hours*

### BUS 682 – BUSINESS INFORMATION SYSTEMS

This course focuses on the development of a practical understanding of information systems devoted to the capturing, transmitting, storing, retrieving, manipulating and displaying information in contemporary business practice. The purpose of the course is to provide students with an understanding of the system perspective and to provide them with skills in the use of information systems. The course requires development of models of information systems in the area of distribution, production, human resource management and accounting. *3 hours*

### BUS 690 – INDEPENDENT STUDY

A problem selected by the student, approved by the Dean of the School of Business and developed with the guidance and direction of a faculty member. Activities include research (primary or library), reading and conferences with the faculty member. *Prerequisite: completion of 18 graduate hours. 3 hours*

### BUS 695 – ELECTIVE: SPECIAL TOPICS IN BUSINESS

This course is offered as needed. It is normally an examination of significant issues, theories and practical problems in the areas of management, finance, marketing, accounting or economics. The specific topic for a given semester and the course content are selected to meet student interests and needs. *3 hours*

### BUS 699 – INTEGRATED STRATEGIC MANAGEMENT

A capstone study that examines executive-level policy and decision-making processes in setting goals, determining objectives and developing and implementing action plans. The course emphasizes tactical and strategic planning through the use of relevant problems and case studies that include social, ethical, political, financial and economic factors. *Prerequisites: completion of a minimum of 18 hours of 600-level courses, to be taken in student's final fall or spring semester. 3 hours*

### COE 600 – GRADUATE COOPERATIVE EDUCATION

A cooperative educational experience with companies and agencies approved by the Office of Career Services and the student's advisor. Participating students are supervised by a faculty advisor assigned by the program. This course may be taken on multiple occasions. Credits will be in addition to the requirements of the program. A student must be enrolled for at least one graduate course in the semester in which s/he is enrolled in a cooperative experience. *Prerequisite: three semester hours of graduate credit at Meredith. 3 hours*

# Master of Education

## School of Education

### Ledford Hall

Linda Hubbard, Ph.D., *Dean, School of Education*

Ellen C. Graden, Ph.D., *Program Director, Graduate Studies in Education*

The Master of Education degree program is for the K–12 teacher who has a baccalaureate degree and a teaching license. Students take a common core of courses, and select a concentration (Reading, English as a Second Language (ESL), or Elementary Education). Licensure-only options include Reading (K–12) and ESL (K–12). The area of concentration enables students to develop expertise in one of the instructional areas of the school curriculum. A concentration in a licensure area will result in an M-level license in that area.

Courses are scheduled for fall, spring and summer so that working teachers can continue both professional service and career development simultaneously.

*Core coursework enables students to:*

- evaluate the goals of education and develop a personal philosophy of education
- understand individual learners and the learning process
- meet the needs of today's at-risk and linguistically, socio-economically, and culturally diverse students
- effectively use computer technology in the classroom
- be a teacher-researcher
- design and implement a curriculum that creatively and effectively reflects their philosophy of education and understanding of the learning process and culture of schooling.

## License Renewal Credits

Students holding baccalaureate degrees from regionally accredited colleges or universities may take courses in the Master of Education program. Students may use these credits to apply to the renewal of their teaching license. It is the responsibility of students to secure approval from the State Department of Public Instruction prior to pursuing coursework. Students may also apply up to six credit hours of Post-Baccalaureate Study (PBS) coursework toward the Master of Education or Licensure-only programs.

## Comprehensive Examinations

Upon completion of all courses and research, a student must pass a comprehensive written examination. All comprehensive examinations will be administered during the semester in which the student expects to receive the degree. Each student will defend her or his research project or thesis through an oral examination. A student who has completed all coursework and wishes to take only the comprehensive exams during a semester must enroll in EDU 800.

To complete the requirements for North Carolina license in ESL or Reading, a passing score on the PRAXIS Teaching English as a Second Language or Reading test is necessary.

## Required Competencies:

Before completing the program, students in the M.Ed. or Licensure program for English as a Second Language (ESL) must have one year of college or university foreign language instruction or the equivalent. All students must prove their English grammar competency by taking ENG 175, or by taking the final exam for this course. All students must fulfill the linguistics competency by taking ENG 505 Study of Linguistics or by submitting a transcript of an equivalent course from a regionally-accredited college or university.

## Prerequisite Coursework

Students in the M.Ed. or Licensure program for Reading must have completed EDU 255 – Literature in the Elementary School or equivalent coursework, and EDU 400 – Communication Skills in the Elementary Classroom or equivalent coursework.

## Master of Education Course Descriptions

### EDU 600 – CURRICULUM DEVELOPMENT

Focusing on “what is learned” and “should be learned” in educational institutions, the course examines perspectives and paradigms of curriculum thought and their connection to educational practice. Attention is given to the relationships between content, pedagogic practice, assessment, and curriculum orientation. Students engage in

critical reflection on fundamental issues concerning the curriculum; the purpose of education, hidden and explicit learning experiences; the organization and construction of knowledge. In the development of a curriculum project, students apply this understanding to the process of improving classroom and/or institutional practices. *Fall, odd-numbered years. 3 hours*

#### **EDU 605 – DESIGN AND EVALUATION OF INSTRUCTIONAL MATERIALS**

Designed to provide the practicing general classroom teacher with the knowledge, skills and dispositions needed for successful inclusive teaching. Students will develop (1) an understanding of the nature and characteristics of the learning and behavior challenges that students with special needs face in the regular classroom; and (2) the practical procedures, collaborative practices and instructional strategies that will help their students learn well, be accepted within their school community and achieve their fullest academic and social potential. *Summer, odd-numbered years. 3 hours*

#### **EDU 610 – ADVANCED EDUCATIONAL PSYCHOLOGY**

An in-depth exploration of fundamental questions about teaching, learning and human development designed to facilitate more meaningful classroom teaching. The course is highly interactive, with learning taking place through individual and group research projects, seminar discussions, student-directed workshops and presentations; thus, facilitating the development of teachers as researchers and educational leaders. *Spring, odd-numbered years. 3 hours*

#### **EDU 615 – MATHEMATICAL THINKING IN CHILDREN**

Teachers examine what it means to know and learn K–5 mathematics based upon theory and research in cognitive psychology and mathematics education. A variety of materials that help illustrate students' thinking in mathematical contexts is used to provoke consideration of how students develop mathematical knowledge. Regular "field experiences" with elementary school-aged children are required. *Spring, odd-numbered years. 3 hours*

#### **EDU 620 – EDUCATION IN SOCIETY**

An exploration of educational ideas designed to emphasize the interconnectedness of historical, philosophical and sociological traditions in education. Students examine fundamental questions of educational purpose and practice through the study of educational theorists, both past and present, from disciplines such as philosophy, history, sociology and anthropology. Students are expected to become reflective about their philosophical and cultural assumptions, to develop their own visions of possibilities for classroom practice and to be able to apply these ideas in their classroom. *Fall, even-numbered years. 3 hours*

#### **EDU 625 – INCLUSIVE TEACHING IN THE GENERAL EDUCATION CLASSROOM**

This course is designed to provide the practicing general classroom teacher with the knowledge, skills and dispositions needed for successful inclusive teaching including an understanding of the nature and characteristics of the learning and behavior challenges that students with special needs face in the regular classroom; and the practical procedures, collaborative

practices, and instructional strategies that lead to successful inclusion. *Spring, even-numbered years. 3 hours*

#### **EDU 630 – EDUCATIONAL RESEARCH**

Organized around classroom-based inquiry and focused on the development of teachers as researchers, this course emphasizes understanding of research design and methods; reading and interpreting empirical information in professional literature; collecting and interpreting data and linking research findings to educational practice. Also emphasized are the uses of library and Internet resources; analysis and critique of educational research; collaboration with colleagues in the research process and an introduction to elementary statistics. *Spring, even-numbered years. 3 hours*

#### **EDU 641 – METHODS OF TEACHING ESL**

An introduction to the field of TESL, focusing on the methods and materials of teaching various language skills and knowledge areas. Attention will be given to the integrated teaching of all skills within a communicative setting. *Fall, even-numbered years. 3 hours*

#### **EDU 643 – SECOND LANGUAGE ACQUISITION**

A broad view of second language acquisition from both psycholinguistic and sociolinguistic perspectives. Includes a comparison of first and second language learning, current theories of second language acquisition, the effect of social interaction upon speech styles and how speech defines groups. Applications are made to second language teaching. *Summer, even-numbered years. 3 hours*

#### **EDU 645 – CULTURE AND THE LANGUAGE TEACHER**

A study of the basic concepts of intercultural communication, including a comparison of American cultural orientations with those of other countries. A look at how these cultural differences relate to language teaching and learning. *Summer, odd-numbered years. 3 hours*

#### **EDU 647 – TEACHING ESL IN THE PUBLIC SCHOOLS**

A course focusing on the particular needs of the K–12 teacher: the historical and legal background of bilingual and ESL education, assessment and placement of ESL learners, literacy development, content-based instruction and the adaptation of curricular materials. *Spring, even-numbered years. 3 hours*

#### **EDU 649 – ADVANCED METHODS OF TEACHING ESL**

A culminating course consisting of a 30-hour K–12 practicum as well as periodic on-campus classes. Designed to provide a forum for reflective thinking about ESL teaching while acquiring greater in-depth knowledge about selected areas of ESL teaching methodology. *Prerequisite: EDU 641. Spring, odd-numbered years. 3 hours*

#### **EDU 650 – MASTER'S THESIS**

The student will research, write and defend orally the results of an in-depth examination of a Department-approved topic. Regularly scheduled conferences and field supervision by the research director are an integral part of the course. *(P/F) Fall, Spring. 3 hours*

## Program of Study

Master of Education with Reading	Reading—Licensure Only	Master of Education with ESL	ESL—Licensure Only	Master of Education with Elementary Education
<b>Core Courses</b> Choose four of the following: <ul style="list-style-type: none"> <li>*EDU 600 Curriculum Development</li> <li>EDU 605 Design and Evaluation of Instructional Materials</li> <li>EDU 610 Advanced Educational Psychology</li> <li>*EDU 620 Education in Society</li> <li>EDU 625 Inclusive Teaching in the Regular Classroom</li> <li>EDU 671 Reading Across the Curriculum</li> </ul>	<b>Core Courses</b> NA	<b>Core Courses</b> Choose four of the following: <ul style="list-style-type: none"> <li>*EDU 600 Curriculum Development</li> <li>EDU 605 Design and Evaluation of Instructional Materials</li> <li>EDU 610 Advanced Educational Psychology</li> <li>*EDU 620 Education in Society</li> <li>EDU 625 Inclusive Teaching in the Regular Classroom</li> <li>**EDU 671 Reading Across the Curriculum</li> </ul>	<b>Core Courses</b> NA	<b>Core Courses</b> <ul style="list-style-type: none"> <li>EDU 600 Curriculum Development</li> <li>EDU 610 Advanced Educational Psychology</li> <li>EDU 620 Education in Society</li> <li>EDU 671 Reading Across the Curriculum</li> </ul>
<b>Specialty Courses</b> <ul style="list-style-type: none"> <li>EDU 670 Reading: Past, Present and Future</li> <li>EDU 675 Intervention in the Reading Process</li> <li>EDU 676 Clinical Applications of the Reading Process</li> <li>EDU 677 Teaching Writing in the K-12 Classroom</li> <li>One elective</li> </ul>	<b>Specialty Courses</b> <ul style="list-style-type: none"> <li>EDU 670 Reading: Past, Present and Future</li> <li>EDU 671 Reading Across the Curriculum</li> <li>EDU 675 Intervention in the Reading Process</li> <li>EDU 676 Clinical Applications of the Reading Process</li> <li>EDU 677 Teaching Writing in the K-12 Classroom</li> <li>One elective</li> </ul>	<b>Specialty Courses</b> <ul style="list-style-type: none"> <li>EDU 641 Methods of Teaching ESL</li> <li>EDU 643 Second Language Acquisition</li> <li>EDU 645 Culture and the Language Teacher</li> <li>EDU 647 Teaching ESL in the Public Schools</li> <li>EDU 649 Advanced Methods of Teaching ESL</li> </ul> Plus required competencies in English grammar, linguistics, foreign language	<b>Specialty Courses</b> <ul style="list-style-type: none"> <li>EDU 641 Methods of Teaching ESL</li> <li>EDU 643 Second Language Acquisition</li> <li>EDU 645 Culture and the Language Teacher</li> <li>EDU 647 Teaching ESL in the Public Schools</li> <li>EDU 649 Advanced Methods of Teaching ESL</li> </ul> Plus required competencies in English grammar, linguistics, foreign language	<b>Specialty Courses</b> <ul style="list-style-type: none"> <li>EDU 605 Design and Evaluation of Instructional Materials</li> <li>EDU 615 Mathematical Thinking in Children</li> <li>EDU 625 Inclusive Teaching in the Regular Classroom</li> <li>One course in ESL (choose from EDU 641, EDU 645, EDU 647)</li> <li>One course in Reading (choose from EDU 670, EDU 675, EDU 677)</li> </ul>
<b>Research:</b> <ul style="list-style-type: none"> <li>EDU 630 Educational Research</li> <li>EDU 650/651 Thesis</li> </ul>	<b>Research:</b> NA	<b>Research:</b> <ul style="list-style-type: none"> <li>EDU 630 Educational Research</li> <li>EDU 650/651 Thesis</li> </ul>	<b>Research:</b> NA	<b>Research:</b> <ul style="list-style-type: none"> <li>EDU 630 Educational Research</li> <li>EDU 650/651 Thesis</li> </ul>
<b>Total:</b> 33–36 semester hours	18 hours	<b>Total:</b> 33–36 semester hours	15 hours + competencies	<b>Total:</b> 33–36 semester hours

\* Students must select at least one of the Foundations courses (EDU 600, EDU 620)

\*\*Students with a concentration in ESL must have EDU 671

### EDU 651 – MASTER'S THESIS

A continuation of EDU 650, for students who have not completed the thesis. *Prerequisite:* EDU 650. *May be repeated as needed. (P/F) Fall, Spring. 3 hours*

### EDU 670 – READING: PAST, PRESENT AND FUTURE

An in-depth study of the research and theoretical models upon which understanding of the developmental process of reading is based. Emphasis is given to critical evaluation of the issues, trends and research in the field of reading. Students are required to plan, initiate and evaluate an action research project and to be able to articulate their findings to interested parties. *Fall, odd-numbered years. 3 hours*

### EDU 671 – READING ACROSS THE CURRICULUM

An in-depth study of the research and theoretical models upon which understanding of the developmental process of reading is based. Emphasis is given to critical evaluation of the issues, trends and

research in the field of reading. Students are required to plan, initiate and evaluate an action research project and to be able to articulate their findings to interested parties. *Summer, even-numbered years. 3 hours*

### EDU 675 – INTERVENTION IN THE READING PROCESS

Teachers are introduced to both formal and informal assessment procedures relating to the reading process, with particular emphasis given to the latter. Teachers are required to implement a program of assessment with their own elementary public school students. In addition, teachers are required to demonstrate how their instructional program in reading and writing is responsive to the findings obtained as a result of the assessment procedures. *Fall, even-numbered years. 3 hours*

### EDU 676 – CLINICAL APPLICATIONS OF THE READING PROCESS

An in-depth tutoring experience with children who are experiencing severe difficulties with the reading acquisition process. Students are required to develop a profile of the child's abilities using information

gained from assessment procedures administered. Students are then required to develop and implement a program of instructional intervention for themselves. *Prerequisite: EDU 675. Spring, odd-numbered years. 3 hours*

#### **EDU 677 – THE TEACHING OF WRITING IN THE K–12 CLASSROOM**

The goal of this course is to assist teachers in developing the writing skills of K–12 students. At the conclusion of the course, students will show familiarity with current theories; be able to describe and assist students at various stages of the writing process; describe and assist children learning to write who have cultural and linguistic differences; show familiarity with writing evaluation techniques and writing across the curriculum and integrate technology in the writing process. *Summer, odd-numbered years. 3 hours*

#### **EDU 800 – GRADUATE STUDY**

Provides enrollment for students who have completed the thesis but have not completed Master's exams. *(P/F) Fall, Spring, Summer. 1 hour*

#### **ENG 505 –STUDY OF LINGUISTICS**

An exploration of the systematic nature of language, looking at the systems of phonology, morphology, syntax and semantics in English, and how these systems have changed over time. Attention will be given to the application of linguistic constructs in machine translation, artificial intelligence, sign language and learning a second language. *Fall, odd-numbered years. 3 hours*

# Master of Music in Performance and Pedagogy

## School of the Arts

### Jones Auditorium and Wainwright Music Building

Rebecca Bailey, Ph.D., *Dean, School of the Arts*

W. David Lynch, D.M.A., *Head, Department of Music*

James C. B. Fogle, Ph.D., *Program Director, Music Graduate Studies*

The Master of Music in Performance and Pedagogy is an advanced degree for the studio teacher, performer or church musician. Its intensely practical focus is on excellent teaching, developed through research and hands-on experience. The graduate student gains teaching experience through the Meredith College Department of Music and local private studios, and performing experience through the many recital opportunities both at Meredith and in the local community. Instruction and advising are highly individualized. In addition to private lessons in applied music, many graduate music courses are taught individually or in small groups.

*Specific objectives of the program are to enable the student to:*

- perform advanced literature well in a variety of situations
- continue growth in all music-related areas through research skills
- develop teaching skills by using a variety of techniques to teach students of all abilities and ages
- develop and use an advanced knowledge of music literature, history, theory and pedagogy.

## Audition

The student performs from memory approximately 20 minutes of music, including at least three pieces of contrasting character from different historical periods. The difficulty of the music should be comparable to undergraduate senior level, as described in the Meredith undergraduate catalogue.

The applicant will sight-read representative scores of easy to moderate difficulty. In an interview, members of the music faculty will explore the applicant's background, experience and goals.

To obtain information or further details about audition requirements for specific instruments or voice, or to schedule an audition or interview, contact the Program Director.

## Diagnostic Tests and Determination of Level of Applied Study

Graduate students must take department diagnostic tests in theory and in music history. The student who scores lower than 75 percent on any test will normally take the appropriate undergraduate course(s) in the area(s) of weakness, and must achieve a minimum grade of B. In some cases, a student may be re-examined to achieve the minimum score of 75 percent.

Information on specific competencies tested is available in the Music Office. Satisfactory completion of the diagnostic tests must be accomplished any time before work on the Lecture-Recital (MUA 612) may be undertaken. Arrangements to take the diagnostic tests are made through the Music Office.

Students whose level of advancement in the applied study is less than is normally expected of a graduate student may need to study applied music at an undergraduate level until they have achieved a level that is appropriate for graduate credit. The faculty will determine the student's level of study before the student actively begins any graduate study. This determination will be based on either a conference with the student or on the audition. Verification that a student has indeed reached the appropriate level for graduate study will normally be made at the jury examination.

## Foreign Language Proficiency

Students whose principal applied study is voice will be required to demonstrate proficiency at the intermediate level in French, German and Italian.

## Program of Study

Completion of the Master of Music in Performance and Pedagogy normally requires a minimum of four regular semesters and one summer session. A candidate in Performance and Pedagogy must successfully complete a minimum of 32 semester hours of graduate work. Voice and instrumental students need to secure the services of an accompanist, in consultation with their applied faculty member. Students are responsible for fees that may be charged by the accompanist. Upon completion of all other requirements, students must pass comprehensive written and oral examinations.

## Required Coursework

MUA 500, 600 PRINCIPAL APPLIED STUDY AT GRADUATE LEVEL	10
MUS 514 LITERATURE OF THE PRINCIPAL APPLIED	2
MUS 594 SEMINARS IN MUSIC LITERATURE (TWO)	4
MUS 595 SEMINARS IN THEORY (TWO)	4
MUS 610 BASIC RESEARCH IN MUSIC	3
MUA 612 LECTURE-RECITAL	1
MUS 620 READINGS IN PEDAGOGY	2
MUS 621 PRACTICUM IN PEDAGOGY	2
MUS 622 SELECTED TOPICS IN PEDAGOGY	2
MUA 690 GRADUATE RECITAL	1
MUA 696 GRADUATE PAPER	1
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	32

## Ensembles

All graduate students are strongly encouraged to participate in coached or conducted ensembles, with or without academic credit. Ensembles available to graduate students include large and small choral and instrumental ensembles, opera workshops and piano ensemble, as listed in the departmental schedule each semester.

MUE 534 CHORAL ENSEMBLE
MUE 536 ACCOMPANYING
MUE 537 INSTRUMENTAL ENSEMBLE
MUE 538 ORCHESTRA
MUS 555 OPERA WORKSHOP
MUS 800 GRADUATE STUDY

## Master of Music in Performance and Pedagogy Course Descriptions

### MUA 500, 600\* – PRINCIPAL APPLIED STUDY

Studio instruction in the major instrument or voice, at a level of repertoire and skills beyond those required for baccalaureate degrees. For two to three hours' credit per semester, the student receives the equivalent of a 60-minute lesson (or two 30-minute lessons) per week. The student practices a minimum of five hours per week for each hour of credit. In addition, weekly repertoire classes are required. Determination of level is made at jury examinations held at the end of each semester. In order to complete degree requirements, the student must achieve 600 level for at least two semesters (a minimum of four hours' credit at 600 level). *2 to 3 hours*

### MUA 612 – LECTURE-RECITAL\*

A public presentation that combines research and performance, lasting about 45 minutes. The topic will be approved by the student's principal applied faculty member and the assigned faculty committee. A document in the form of a program and/or a handout will be presented at the Lecture-Recital. To be presented no later than the semester following five hours of graduate credit in the principal applied study. *Prerequisite: MUS 610, and successful completion of all portions of the diagnostic tests in theory and music history. 1 hour*

### MUA 690 – GRADUATE RECITAL\*

A public performance, usually from memory, lasting about 60 minutes, which demonstrates work at 600 level in the student's major instrument or voice. To be given no earlier than during the last three hours of required study in the principal applied. *1 hour*

*\*There are additional charges for recitals and accompanist.*

### MUS 514 – LITERATURE OF THE PRINCIPAL APPLIED

A chronological study of principal repertoire for the student's major instrument or voice. Detailed attention, when appropriate, to compositional schools or examples important to the individual student. Analysis of selected examples; student and faculty performances of representative compositions. *2 hours*

### MUS 594 – SEMINAR IN MUSIC LITERATURE

Research in topics in music literature, history or performance. Different topics selected by the faculty member, the class or individual students will be studied each semester. *Required on two occasions for the Master of Music candidate. 2 hours*

### MUS 595 – SEMINAR IN THEORY

Research in areas of theory, such as counterpoint, form and analysis, period styles, electronic music, computer applications, systems of analysis and composition. Different topics will be studied each semester. *Required for two semesters for the Master of Music candidate. 2 hours*

**MUS 610 – BASIC RESEARCH IN MUSIC**

A series of assignments familiarize the student with reference material of all types necessary to conduct research in music. Assignments introduce specific problems and resources. Numerous short written assignments focus on various topics. The course culminates in presentations given by each student. *This course is offered only in summer session. 3 hours*

**MUS 620 – READINGS IN PEDAGOGY**

Prescribed readings, both pedagogical methods and repertoire, in the applied study. Instrumentalists will demonstrate literature from a repertoire reading list; singers will prepare repertoire lists appropriate for students at various levels of development. *2 hours*

**MUS 621 – PRACTICUM IN PEDAGOGY**

Supervised teaching of at least three students, varying in ability, experience and age. The course includes a studio internship with a Meredith faculty member on a weekly basis. *2 hours*

**MUS 622 – SELECTED TOPICS IN PEDAGOGY**

Guided study of appropriate topics. For example, pianists may focus on group teaching techniques; singers, on diction, accompanying, ensemble problems; organists, on basic organ pedagogy; violinists, on Suzuki techniques. *2 hours*

**MUS 696 – GRADUATE PAPER**

Based on research techniques of MUS 610, the student will write a paper on a topic to be approved by the assigned faculty committee. The topic may be chosen from these or other areas: literature of the principal applied study, musicology, theory, pedagogy, performance, interpretation. An advisor for the paper will be assigned by the Department Head. Two additional committee members will be selected to read the paper and determine a grade. Guidelines covering topic approval, research and writing and evaluation of the Graduate Paper are available in the Music Office. *Prerequisite: MUS 610. 1 hour*

**MUS 800 – GRADUATE STUDY**

Students who are not registered for any course or applied study during a given semester must register for Music 800 in order to be considered active in the program. A pass-fail grade will be given at the end of the semester for the course. *1 hour*

# Master of Science in Nutrition

## School of Health and Human Sciences

### Hunter Hall

Marie Chamblee, Ph.D., *Dean, School of Health and Human Sciences*

Deborah Tippet, Ph.D., *Head, Department of Human Environmental Sciences*

William H. Landis, Ph.D., R.D., *Program Director, Graduate Studies in Nutrition*

In the Master of Science in Nutrition program students develop a firm foundation in both the role of nutrients in human health and biology, and the research process. The program offers advanced study to enhance one's current area of practice, promote career advancement and develop leadership capabilities. The program encourages exploration into new areas in the field and provides an academic environment and curriculum conducive to those wanting to transition to new areas of practice. After meeting core requirements, students can plan individualized programs of study through elective courses and research to meet their academic and professional interests.

*Upon completion of the program, graduates will be able to:*

- apply the fundamentals of the research process to study and solve problems, or expand the knowledge base in an area of foods, nutrition and dietetics
- apply critical thinking skills to develop and evaluate research
- provide service and leadership to professional and community organizations
- communicate effectively to professional and lay audiences.

## Prerequisite Coursework

Introductory coursework in Chemistry (8 semester hours), Statistics (3 hours), Physiology (4 hours), Food or Food Science (3 hours), Introductory Nutrition (3 hours), Advanced Nutrition/Nutrient Metabolism (3 hours). Prerequisite coursework may be completed after admission to the degree program. Undergraduate level courses must be completed prior to enrollment in graduate level courses.

The following Meredith College courses can be taken to fulfill prerequisite requirements. Course descriptions are located in the undergraduate catalogue.

BIO 322 HUMAN ANATOMY AND PHYSIOLOGY

BIO 323 VERTEBRATE PHYSIOLOGY

CHE 111 CHEMISTRY I

CHE 112 CHEMISTRY II

FN 124 PRINCIPLES OF FOODS

FN 227 INTRODUCTORY NUTRITION

FN 330 EXPERIMENTAL FOODS

FN 340 NUTRITIONAL BIOCHEMISTRY AND METABOLISM

MAT 245 STATISTICS

PSY 200 STATISTICAL METHODS IN PSYCHOLOGY

## Comprehensive Examinations

Students are required to successfully complete comprehensive written and oral examinations to graduate from the program. Minimum eligibility to write for the exam is the completion of all core coursework. Scheduling of comprehensive examinations will be arranged with the permission of, and in consultation with, the student's faculty advisor.

## Program of Study

The program is a 35- to 36-hour Master of Science in Nutrition program focusing on applied human nutrition. The curriculum contains 14 hours of core coursework emphasizing the research process, advanced study of nutrients and their role in human health and biology and leadership development. The remaining credits are derived from elective courses in nutrition, other approved courses and project hours (FN 670) or thesis (FN 680). Each student, whether choosing FN 670 or FN 680, will defend his or her project or thesis through an oral examination.

## Required Core Courses

FN 610	RESEARCH METHODS IN FOODS AND NUTRITION	3
FN 620	ADVANCED NUTRIENT METABOLISM I	2
FN 621	ADVANCED NUTRIENT METABOLISM II	2
FN 625	SEMINAR IN NUTRITION	2
FCS 600	CONTEMPORARY LEADERSHIP	1
FCS 645	REGRESSION ANALYSIS AND OTHER MULTIVARIATE MODELS	3
IDS 610	INFORMATION RESEARCH AND TECHNOLOGY	1
FN 680	THESIS	6
OR		
FN 670	DIRECTED STUDY IN NUTRITION AND DIETETICS (PROJECT)	3

## Elective Courses Include:

FN 630	NUTRITION EDUCATION AND COUNSELING	3
FN 635	PEDIATRIC NUTRITION	3
FN 640	NUTRITION AND AGING	3
FN 645	WOMEN'S ISSUES IN NUTRITION	3
FN 650	VITAMINS, MINERALS, AND NUTRACEUTICALS	3
FN 655	NUTRITION AND PHYSICAL PERFORMANCE	3
FN 656	OBESITY AND WEIGHT MANAGEMENT	3
FN 670	DIRECTED STUDY IN NUTRITION AND DIETETICS	1-3
FN 675	TOPICS IN FOODS, NUTRITION AND DIETETICS	1-3
FN 800	GRADUATE STUDY	3

## Master of Science in Nutrition Course Descriptions

### FN 610 – RESEARCH METHODS IN FOODS AND NUTRITION

A variety of methodologies for conducting foods and nutrition research and inquiry are investigated. Application of statistical analyses to a variety of research designs is addressed. A major pedagogical tool in the course is the development of a project or thesis proposal that could be utilized for part of the student's research requirement. *Prerequisites: IDS 610 and FCS 645 must be taken before or concurrently. Fall 3 hours*

### FN 620 – ADVANCED NUTRIENT METABOLISM I

A study of the role of carbohydrates, fiber and lipids in human nutrition and biology. Mechanisms of absorption, digestion, functions, requirements and intermediary metabolism in cells, with emphasis on integration with other nutrients and systems. Clinical significance, current issues and critical analysis of the research and professional literature. *Spring 2 hours*

### FN 621 – ADVANCED NUTRIENT METABOLISM II

A study of the role of amino acids, protein, energy metabolism and food regulation in human nutrition and biology. Mechanisms of absorption, digestion, function, requirements and intermediary metabolism in cells, with emphasis on integration with other nutrients and systems. Clinical significance, current issues and critical analysis of the research and professional literature. *Prerequisite: FN620 – Advanced Nutrient Metabolism I. Summer 2 hours*

### FN 625 – SEMINAR IN NUTRITION

A presentation-based course, the first part of the semester will be spent conducting a literature review on selected topics in the field. Students will develop oral presentations based on their literature review and will be required to develop and distribute a written abstract and bibliography on their topic. *Fall 2 hours*

### FN 630 – NUTRITION EDUCATION AND COUNSELING

An interactive course with students developing, reviewing and implementing various forms of nutrition education targeted to specific population groups. Students will develop, implement and evaluate nutrition education materials. *3 hours*

### FN 635 – PEDIATRIC NUTRITION

Study of the nutritional requirements and evaluation of nutritional status of infants and children. Chronic diseases, behavioral and psychological, hereditary metabolic and neurological and developmental disorders, feeding problems and the role of nutrition in the treatment of these special conditions in the pediatric population will be discussed. *3 hours*

### FN 640 – NUTRITION AND AGING

Students will review and evaluate the current literature on specific topics related to nutrition and aging. Students will be expected to interact with older adults in some sort of feeding, assessment or nutrition related project. *3 hours*

### FN 645 – WOMEN'S ISSUES IN NUTRITION

A study of the diet and nutritional needs of women in growth and development, pre- and post-menopause and in pregnancy and lactation. Review and discussion of recent literature on diet and nutrition as risk factors for chronic disease in women. Development of educational materials and counseling strategies for this population. *3 hours*

### FN 650 – VITAMINS, MINERALS AND NUTRACEUTICALS

A study of the essential vitamins and minerals in humans. Mechanisms of absorption, digestion, functions, requirements, metabolism and current issues. A review of functional foods, phytochemicals, herbs and other biologically active compounds in foods, and their relevance to the prevention and treatment of disease. Critical analysis of the research and professional literature. *3 hours*

**FN 655 – NUTRITION AND PHYSICAL PERFORMANCE**

A study of the diet and nutrition needs and assessment of athletes and physically active people, and the factors affecting diet and nutritional status in this population. Nutrition facts and fallacies in sports nutrition, efficacy of supplements, engineered foods and ergogenic aids for the enhancement of physical performance. *3 hours*

**FN 656 – OBESITY AND WEIGHT MANAGEMENT**

A comprehensive review of literature in the field of overweight/obesity and its health consequences in child and adult cohorts. Program, policy and position papers of organizations dealing with obesity will be evaluated. Strategies for weight management including diet, physical activity and behavior will be studied. Current research in treatment, pharmacological and surgical intervention. *3 hours*

**FN 670 – DIRECTED STUDY IN NUTRITION AND DIETETICS**

Individual student investigation of selected topics in the field of nutrition and dietetics. *Prerequisite: permission of graduate advisor. 1 to 3 hours*

**FN 675 – TOPICS IN FOODS, NUTRITION AND DIETETICS**

Advanced study of a variety of current, new and/or controversial topics in the field of foods, nutrition and dietetics. *Prerequisite: permission of graduate advisor. 1 to 3 hours*

**FN 680 – THESIS/PROJECT**

Research in nutrition and dietetics directed by a graduate committee. Students choosing the thesis option will register for a total of 6 hours and those choosing the project option will register for a total of 3 hours. Hours can be taken in variable amounts. Thesis: 6 (1–6); Project: 3 (1–3). *Prerequisites: FN610, FCS 645 and permission of graduate advisor. 6 hours*

**FCS 800 – GRADUATE STUDY**

Provides enrollment for students extending the thesis beyond FN 680 Thesis/Project and/or taking written comprehensive examinations but not registered for another course. May be repeated as needed. *1 hour*

**FCS 600 – CONTEMPORARY LEADERSHIP**

Study of the concepts of leadership and the characteristics of leaders. Application of the tools, skills and resources to serve as innovative and effective leaders, active citizens and professionals. Professional ethics, communication, conduct and collaboration among diverse groups will also be discussed. *Spring 1 hour*

**FCS 645 – REGRESSION ANALYSIS AND OTHER MULTIVARIATE MODELS**

This course begins with linear regression and building models for estimation and prediction in the biological sciences. The same concepts will be examined using multiple regression, and residual analysis will be added. Topics also will include analysis of variance and covariance, basic concepts of experimental design, and ethical issues in data analysis and interpretation. Statistical software will be used. *Prerequisites: com-*

*pletion of program prerequisites, which include an approved, 3-hour undergraduate statistics course or a competency test. Spring 3 hours*

**IDS 610 – INFORMATION RESEARCH AND TECHNOLOGY**

An interactive course in which students use the computer network and library information resources in all formats to conduct literature searches. Students will practice accessing and evaluating information relevant to their thesis or project research in government documents, Medline and other resources. *1 hour*

# Dietetic Internship

## School of Health and Human Sciences

Martin Hall (formerly Hunter Hall)

Marie Chamblee, Ph.D., Dean, School of Health and Human Sciences

Deborah Tippet, Ph.D., Head, Department of Human Environmental Sciences

William H. Landis, Ph.D., R.D., Program Director, Graduate Studies in Nutrition

Cathie Ostrowski, M.S., R.D., L.D.N. Program Director, Dietetic Internship

## Internship Philosophy

The Dietetic Internship builds on the academic preparation of Didactic Programs in Dietetics (DPD). It provides the education in clinical nutrition, public health, and food service management for entry-level dietitians as stated in the Standards of Education published by the American Dietetic Association (ADA).

Students will gain solid understanding and experience in normal and clinical nutrition, public health nutrition and food service management. They will apply nutritional principles to all stages of the life cycle, disease prevention, control of disease process and restoration of health through effective communication and in the context of human relationships. The program, which admits qualified men and women, strives to create a supportive, diverse and intellectually rigorous environment for dietetic education. Analytical and conceptual skills will be further developed through graduate coursework. Students will develop the knowledge, skills and values that will prepare them to assume leadership roles and strive for professional competence, productivity and service to society.

## Internship Goals

Upon completion of the Dietetic Internship program, students will:

- be ready for entry-level positions in the field of nutrition/dietetics and/or advanced degree programs in nutrition, dietetics or allied health fields;
- be able to provide leadership and/or service professionally and to the community, and
- become credentialed by the Commission on Dietetic Registration (CDR).

## Accreditation Status

The Meredith College Dietetic Internship program is accredited by the Commission on Accreditation for Dietetics Education of the American Dietetic Association.

## Application Procedures

Candidates can request an application package from the John E. Weems Graduate School. The following application materials must be submitted to the Dietetic Internship Director:

- A completed Declaration of Intent to Complete Degree and ADA-Minimum Academic Requirements or an ADA Verification Statement signed by the applicant and the Program Director of a Didactic Program in Dietetics. A valid Verification Statement stating successful completion of an ADA-approved Didactic Program in Dietetics must be submitted before the applicant can enter the internship
- An official baccalaureate transcript from a regionally accredited college or university, plus official transcripts from all other post-secondary institutions the applicant has attended
- A completed ADA application (most recent version), which includes educational background, work experience internships, activities, and honors
- Three letters of recommendation from people with knowledge of the applicant's professional potential and character: preferably one from the DPD Program Director, one from a professor and one from a supervisor
- A letter of application stating professional and educational goals and the reasons for choice of this Dietetic Internship
- Test of English as a Foreign Language (TOEFL) scores (for international students only)
- A non-refundable application fee of \$50, payable to Meredith College.

All applicants to Dietetic Internships (DI) and most Pre-Professional Practice Programs (AP4) must participate in computer matching. Applicants should request instructions and mark/sense card to prioritize their DI or AP4 preferences. Applicants should request this material from D&D Digital Systems (see address below). This request should be

made to allow turnaround time for submitting the completed mark/sense card by the February 15 postmark deadline. There is no charge for this material. However, there is a \$50 charge for computer matching that is due with the applicant's prioritized ranking.

Address requests to:

D&D Digital Systems, 304 Main Street, Suite 301  
Ames, IA 50010  
(515) 292-0490

The postmark deadline for the application package and the D&D mark/sense card is February 15. (Date may vary slightly from year to year. Check current ADA publications, ADA website ([www.eatright.org](http://www.eatright.org)) or with DPD Director for exact deadline date each year.)

### Admission Criteria

Applicants for admission must submit all materials listed under Application Procedures. In addition, applicants must have a minimum undergraduate GPA of 2.8/4.0 overall, for the last 60 hours of coursework verified by transcripts from all institutions, and approval by the Dietetic Internship program selection committee.

### Master in Nutrition Program

Admission to the MS degree in Nutrition and the Dietetic Internship programs at Meredith College requires separate applications. Acceptance into the MS program does not imply acceptance into the Dietetic Internship program, or vice versa. Students seeking admission into the Dietetic Internship program should follow the application procedures established by the American Dietetic Association and the Meredith College Dietetic Internship program. Students successfully completing the Meredith College Dietetic Internship program can transfer ten graduate credit hours to the MS in Nutrition program, and those who complete Dietetic Internships elsewhere may be eligible to transfer up to six graduate credits into Meredith's MS in Nutrition program.

An applicant to Meredith's Master of Science in Nutrition program who has successfully (received all As or Bs) completed his or her academic coursework for Meredith's Dietetic Internship, may request in writing that s/he be allowed to substitute this academic work, along with a recommendation from his or her DI director, for the GRE.

### Notification of Admission

The applicant will receive notification of the results of the computer matching from D&D Digital Systems by overnight mail or e-mail. Applicants should call or fax the Dietetic Internship Director to confirm their acceptance of the match to the Dietetic Internship at Meredith College by the designated appointment date (check current ADA literature for exact date

each year). A letter confirming acceptance to the appointment must be postmarked, or sent by fax, within 24 hours after the phone call.

### Certification

The student who successfully completes the Dietetic Internship program will receive a Program Verification Statement signed by the Program Director. This allows the student to sit for the Registration Examination for Dietitians.

### Program of Study

Students must take two three-hour graduate level courses: Advanced Clinical Nutrition Seminar (spring) and a course of their choice. In addition, students will complete three rotations in clinical nutrition, food service management and community nutrition, and a three-week enrichment rotation of their choice. Students will go on local field trips and will attend the ADA national conference.

### Dietetic Internship Course Descriptions

#### FN 601 – ADVANCED CLINICAL NUTRITION SEMINAR

Advanced study of the relationship between nutrition and selected pathophysiological conditions. Discussion of the role of nutrition in the prevention, treatment and rehabilitation of those conditions. Ethical and legislative issues in dietetics will be discussed. 3 hours

### Graduate Level Elective

For their second course, Dietetic Internship students will select from the graduate level elective courses offered during the fall semester. For a complete list of elective courses, see the Master of Science in Nutrition program section on page 28.

- FN 603 FOOD SERVICE MANAGEMENT  
(SUPERVISED FIELD EXPERIENCE)
- FN 604 CLINICAL NUTRITION  
(SUPERVISED FIELD EXPERIENCE)
- FN 605 COMMUNITY NUTRITION  
(SUPERVISED FIELD EXPERIENCE)
- FN 606 ENRICHMENT ROTATION

## Graduate School Faculty and Staff Directory

(Dates in parentheses indicate the year in which the individual joined Meredith.)

### Administration

MAUREEN A. HARTFORD, Ed.D. (1999)  
President of the College

CONNIE HARRIS, B.S., (2002)  
Vice President for Institutional Advancement

JEAN JACKSON, Ph.D. (1983)  
Vice President for Student Development

ROSALIND R. REICHARD, Ph.D. (2000)  
Vice President for Academic Affairs

WILLIAM F. WADE, JR., B.S., C.P.A. (1986)  
Vice President for Business and Finance

### GRADUATE AND PROFESSIONAL STUDIES

CLAIRE MCCULLOUGH, Ph.D. (2002)  
Assistant Vice President

KAREN SAMPSON, B.S. (1996)  
Assistant

### GRADUATE SCHOOL

LAURA G. MCCLAIN, B.S. (2000)  
Admissions Analyst and Recruiter

SYLVIA HORTON, (2001)  
Admissions Coordinator

**SCHOOL OF BUSINESS**

**SIDNEY ADKINS, Ed.D. (2001)**  
Dean

**JOHN MILEWICZ, Ph.D. (2002)**  
Academic Department Head

**PAGE MIDYETTE, M.B.A. (2002)**  
Director, MBA Program

**JUDY HALL (2005)**  
Administrative Assistant

**SCHOOL OF EDUCATION**

**LINDA HUBBARD, Ph.D. (2002)**  
Dean

**ELLEN GRADEN, Ph.D. (1996)**  
Program Director, Graduate Studies in Education

**SHARON JONES (2001)**  
Departmental Assistant

**SCHOOL OF THE ARTS**

**REBECCA BAILEY, Ph.D. (1985)**  
Dean

**ALYCE TURNER, B.A. (1993)**  
Administrative Assistant

**W. DAVID LYNCH, D.M.A. (1969)**  
Department Head

**JAMES C. B. FOGLE, Ph.D. (1977)**  
Program Director, Music Graduate Studies

**JEANNETTE ROGERS (1986)**  
Departmental Assistant

**SCHOOL OF HEALTH AND HUMAN SCIENCES**

**MARIE CHAMBLEE, Ph.D. (1977)**  
Dean

**DEBORAH TIPPETT, Ph.D. (1987)**  
Department Head

**WILLIAM H. LANDIS, Ph.D., R.D. (1996)**  
Program Director, Graduate Studies in Nutrition

**CATHIE OSTROWSKI, M.S., R.S., L.D.N. (2004)**  
Program Director, Dietetic Internship

**DIANNE PARKER (1986)**  
Departmental Assistant

**FACULTY**

*(Dates in parentheses indicate the year in which the individual joined Meredith.)*

**SIDNEY ADKINS, Ed.D. (2001)**  
Dean, School of Business

B.S., Appalachian State University; M.Ed., Shippensburg State University; Ed.D., University of Virginia

**JANE E. BARNES, J.D., Ph.D. (2003)**  
Assistant Professor of Business

B.S., Ohio University; M.B.A., Cleveland State University; M.S.J.D. Ph.D. Rutgers University

**M. TONY BLEDSOE, Ed.D. (1981)**  
Associate Professor of Business

B.S., Atlantic Christian College; A.M., Appalachian State University; Ed.D., University of North Carolina at Greensboro

**JAMES L. CLYBURN, M.S. (1958)**  
Professor Emeritus of Music

A.B., Elon College; M.S., Julliard School of Music

**STEVEN COX, Ph.D. (2003)**  
Associate Professor of Business

B.S., Northwestern University; M.B.A., Northern Illinois University; Ph.D., University of Nebraska

**STEPHANIE DE JONG (2001)**  
Assistant Professor of Music (voice)

Mus.B., University of North Carolina at Greensboro; M.M., Rice University; D.M.A., University of South Carolina

**SUSAN FISHER, Ph.D., R.D. (1998)**  
Associate Professor of Human Environmental Sciences

B.S., M.S., Florida State University; Ph.D., University of Tennessee

**JAMES C.B. FOGLE, Ph.D. (1977)**  
Professor of Music

A.B., Elon College; A.M., Ph.D., University of North Carolina at Chapel Hill

**LISA M. FREDENBURGH, D.M.A. (1996)**  
Associate Professor of Music

A.B., Luther College; M.M. (voice), M.M. (conducting), D.M.A., University of Arizona

**PHYLLIS W. GARRISS, M.M. (1951)**  
Professor Emerita of Music

A.B., M.B., Hastings College; M.M., Eastman School of Music

**JANE GLEASON, Ph.D. (2002)**  
Associate Professor of Education

B.S., M.Ed., East Carolina University; Ph.D., University of North Carolina at Chapel Hill

**ELLEN GRADEN, Ph.D. (1996)**  
Associate Professor of Education

A.B., Murray State University; A.M., University of Kentucky; Ph.D., Ohio State University

**ROSEMARY T. HORNAK, Ph.D. (1977)**

*Professor of Psychology*

A.B., Wheeling College; A.M., Ph.D., Ohio State University

**VIRGINIA EWING HUDSON, MUS.M. (1981)**

*Adjunct Instructor of Music*

Mus.B., University of Texas; Mus.M. North Carolina School of the Arts

**STEPHANIE HURT, M.A. (2004)**

*Assistant Professor of Business*

B.A., M.A., Université de Lille III

**WILLIAM H. LANDIS, Ph.D., R.D. (1996)**

*Associate Professor of Human Environmental Sciences*

B.A., Guilford College; M.S., Ph.D., University of North Carolina at Greensboro

**MARY JANE LENARD, Ph.D. (2005)**

*Associate Professor of Business*

B.S., Carnegie Mellon University; M.B.A., University of Akron; Ph.D., Kent State University

**TOM L. LOHR, M.M. (1979)**

*Adjunct Instructor of Music*

B.M., University of North Carolina at Chapel Hill; M.M., University of Kentucky

**KENT LYMAN, D.M. (2000)**

*Associate Professor of Music*

B.M., University of Utah; M.M., Indiana University; D.M., Indiana University

**W. DAVID LYNCH, D.M.A. (1969)**

*Professor of Music*

B.M., Oberlin College; M.M., D.M.A., Performer's certificate, Eastman School of Music of the University of Rochester; Akademie "Mozarteum," Salzburg, Austria

**MONICA B. MCKINNEY, Ph.D. (2000)**

*Assistant Professor of Education*

A.B., Ph.D., University of North Carolina at Chapel Hill

**JOHN C. MILEWICZ, Ph.D. (2002)**

*Associate Professor of Business*

B.S., M.S., Ph.D., University of Alabama

**PAMELA NELSON, M.M. (1977)**

*Adjunct Instructor of Music*

B.M., Southern Illinois University; M.M., North Carolina School of the Arts

**REBECCA J. OATSVALL, Ph.D. (1984)**

*Professor of Business*

B.S., M.Acc., Ph.D., University of South Carolina

**CATHIE OSTROWSKI, M.S., R.D., L.D.N. (2004)**

*Program Director, Dietetic Internship*

*Human Environmental Sciences*

B.S., M.S., D'Youville College

**WETONAH RICE PARKER, Ed.D. (1993)**

*Associate Professor of Education*

B.S., Ball State University; M.Ed., North Carolina Central University; Ed.D., North Carolina State University

**JACK ROLLER, D.M.A. (2000)**

*Assistant Professor of Music*

B.M.Ed., M.M.Ed., M.M., University of Tulsa; D.M.A., University of Kansas

**JODY ROUBANIS, Ed.D. (1997)**

*Assistant Professor, Human Environmental Sciences*

A.A., Orange Coast College; B.S., California State University; Ed.D., M.S., North Carolina State University

**JULIE SCHROCK, Ph.D. (2002)**

*Assistant Professor of Education*

B.S., A.M., West Virginia University; Ph.D., University of North Carolina at Chapel Hill

**SHERRY SHAPIRO, Ed.D. (1989)**

*Associate Professor of Dance*

A.B., A.M., Appalachian State University; Ed.D., University of North Carolina at Greensboro

**ANTHONY J. VAGLIO, JR., Ph.D. (1977)**

*Professor of Music*

A.B., Adelphi University; M.M., Butler University; Ph.D., Eastman School of Music of the University of Rochester

**DOUGLAS J. WAKEMAN, Ph.D. (1984)**

*Professor of Business*

A.B., Ph.D., University of North Carolina at Chapel Hill

**BETH A. WEIR, Ed.D. (1988)**

*Professor of Education*

B.Ed., Massey University; M.Ed., Ed.D., North Carolina State University

**SUSAN WESSELS, D.B.A., C.P.A. (1978)**

*Professor of Business*

A.B. Grove City College; M.B.A., DePaul University; D.B.A., University of Sarasota

**ELLEN WILLIAMS, D.M. (1992)**

*Professor of Music*

A.B., Meredith College; M.M., New England Conservatory; D.M., Florida State University

**ANNE YORK, Ph.D. (1999)**

*Assistant Professor of Business*

B.S., Elon College; M.S., University of North Carolina at Charlotte; Ph.D., North Carolina State University

**NATHAN ZALMAN, D.M.A. (2003)**

*Instructor of Music (flute)*

Mus.B., Shenandoah Conservatory; Mus.M., D.M.A., University of Michigan

## ***Meredith College History***

### **Historic Statement of Purpose**

The purpose of this corporation is to provide for the higher education of women under Christian auspices and within a Christian context, fostering in all its activities and relationships the ideals of personal integrity, intellectual freedom, and academic excellence; and to that end, to provide adequately and fully for the maintenance, management, operation, and development of a college at Raleigh, North Carolina, under the name of Meredith College. This institution, a liberal arts college, shall emphasize and develop its academic program in terms of scholastic standards and service, and shall maintain procedures implicit in an educational institution of high quality; and, as a Christian college, shall be primarily concerned to deepen and broaden the Christian experience of its students and to prepare them for maximum service in the Christian enterprise.

### **History of the College**

The rich heritage enjoyed by Meredith students today began in 1835 when, at a session of the Baptist State Convention, the idea of a university for women was conceived. Thomas Meredith, founder and editor of the *Biblical Recorder*, was named to chair the first committee and was a member of subsequent ones that kept the concept alive. In 1838 he urged his fellow Baptists to institute a "school (to) be modeled and conducted on strictly religious principles; but that it should be, so far as possible, free from sectarian influences." Baptist Female University was founded in 1891, the year in which it was chartered by the state legislature. By 1899 it had matured sufficiently to accept students. Ten years later it was named Meredith College in honor of the leader whose persistence helped make it a reality. Its campus, then located near the capitol of North Carolina, was moved to its present site in West Raleigh in 1926. Over the years, it has grown from a single building in downtown Raleigh to a 225-acre campus that includes classroom buildings, an arts center, a library, residence halls, a chapel, a gymnasium and playing fields, a student center, and other physical facilities that, in design and function, reflect the founders' ideals.

Graduate programs are an integral part of Meredith's heritage. The College first offered the master's degree from 1899 to 1915. Since 1983, Meredith has offered master's degrees in business administration, education and music. A Master of Science in Nutrition program began in 2001. In 1988, the Graduate Studies Program at Meredith was renamed the John E. Weems Graduate School in honor of Meredith's sixth president, who was instrumental in establishing the College's graduate programs.

# Student Handbook

## Graduate Student Activities and Services

As a graduate student, you are a vital member of the Meredith College community. We hope you will take advantage of the wide range of activities and services designed to complement your academic program and help you get the most out of your Meredith experience. Some are activities that can broaden your cultural and social horizons; others are services available to help you balance your busy life, enhance your health, and optimize your educational experience. Use the Fitness Center, attend a concert or lecture, scan the bulletin boards in the Cate Center, log on to the Meredith College web site, or just spend time with your classmates or family on the beautiful Meredith campus — and let us know if there is anything else we can do to help ensure that your graduate school experience is everything you want it to be.

*In alphabetical order:*

### Amphitheater and Lake

The Elva Bryan McIver Amphitheater and lake provide a lovely setting and one of Meredith's well-known landmarks. Many Meredith students find the lake area perfect for study, quiet conversation, relaxation or contemplation. Social events, such as picnics, are often held there, as are more official gatherings, such as spring graduation exercises. For security reasons, use of the lake at night is prohibited. Swimming in the lake is also prohibited at all times.

### ATM Machines

A Wachovia automated teller machine is located in the lobby of the first floor of the Cate Center. The machine provides most services available at most ATMs, with the exception of deposits. There is no fee to Wachovia customers; a small fee will apply to customers of other banks who use the Plus or Relay network to access their accounts. The lobby of Cate Center is open from 6:00 a.m. until midnight.

### Blackboard

(Web-based academic program supplements)

Blackboard is a software tool, accessed via a Web browser, that allows faculty members to supplement their classroom activities by providing a central location for course documents, class policies, assignments, grades and recommended web links.

Each new graduate student receives his or her own Blackboard account, with a login and initial password supplied by Technology Services, to access for any course they are taking. Check with the faculty member to find out if Blackboard will be used for a particular class.

*To access your Meredith Blackboard account via the Web:*

- Visit [www.courses.meredith.edu](http://www.courses.meredith.edu), enter the following information, then click on <Login>:
  - USERID (this is the text of your Meredith email address before "@")
  - PASSWORD (initially set as the last four digits of your social security number)
- <Logoff> when you are finished

### Bulletin Boards and Publicity

**Bulletin boards** located in the Cate Center are an important avenue of communication for graduate students. Campus offices and organizations regularly post information about programs, projects and meeting times on these boards. Each group that uses a bulletin board is responsible for posting its own announcements, and each publicity item should be stamped and approved by the Office of Student Activities and Leadership Development. To provide adequate space for each group, all announcements should be put up no earlier than one week prior to an event, and must be removed immediately following the event. Individuals may use the bulletin boards on the second floor of the Cate Center to post information, as long as they have the item stamped for approval. Unapproved announcements will be removed.

To post announcements in the Cate Center for non-Meredith College events, approval must be secured from the Office of Student Activities and Leadership Development prior to

posting. Unapproved announcements will be removed. All announcements/fliers must identify the sponsoring organization and/or a contact person. Meredith College reserves the right to deny permission to post publicity from any group that is not in accord with the philosophy of the College.

Students, faculty and staff from the Meredith College community may submit e-news articles using the e-news submission form on Meredith's web site. Articles are posted as expeditiously as possible on a first-come, first-served basis and are posted at the discretion of the webmaster.

The weekly campus newspaper, the *Meredith Herald*, is published 13 times each fall and spring semester. Letters to the editor and article submissions are encouraged from all students. The deadline for submissions is 12 p.m. every Friday. Submissions can be placed in the Herald's box located outside the Publications Office on the second floor of the Cate Center, or submitted via email to [herald@meredith.edu](mailto:herald@meredith.edu).

Meredith Cable Television channels 5, 10 and 11 are cablecast from Meredith Cable Television (MCTV), located in room 13 of the Carlyle Campbell Library. Channel 10 is the home for MCTV weekly programs, some of which are produced by undergraduate video production students. Channel 11 airs SCOLA (international news and entertainment programming). Channel 5 is Meredith's 24-hour information center. It's fast, easy and free. Paid advertisements are not accepted on any MCTV Channel. MCTV provides video editing and post-production facilities for educational projects and commercials for campus events. Appointments made well in advance are necessary. Any questions or concerns regarding MCTV, video course offerings or the Meredith Video Club should be directed to the Cable Administrator located in the Carlyle Campbell Library. (*MCTV is open weekdays, 9 a.m.–5 p.m.*)

Other avenues for publicity may be offered through individual schools and programs. Students should contact their Program Director for more information.

## Campus Cultural and Athletic Programs

For information on campus events, call (919) 760-8533. To reach the Meredith Performs Box Office, call (919) 760-2840.

Campus-sponsored cultural and athletic programs are generally free of charge to all Meredith students, and can add another dimension to the graduate student experience.

- Convocations for the entire Meredith community are held throughout the year, often on Mondays. Convocations provide a forum to explore spiritual, intellectual, cultural and social ideas through speakers or performances from a variety of fields.
- Symposia are offered occasionally to explore in-depth ideas and issues of concern to the College community.

- As an NCAA Division III college, Meredith fields undergraduate women's teams in basketball, soccer, softball, tennis and volleyball. Teams welcome spectators to cheer them on.
- The Meredith Performs Series features student theater, music and dance productions, as well as other outstanding artists, lecturers and performers. Other arts opportunities on campus include: music recitals by Meredith students, faculty and guests; art exhibits in Johnson Hall, Gaddy-Hamrick Art Center ([www.meredith.edu/artgallery](http://www.meredith.edu/artgallery)) and other campus locations that feature the work of student art majors and other artists; and lectures by regionally and nationally acclaimed proponents of the arts.

## Campus Dining

Belk Dining Hall [(919) 760-8377] is located near the center of campus and offers a variety of dining options, including a salad bar, sandwich bar, American entrees, ethnically inspired foods and vegetarian selections. Dining Hall menus can be found online or by calling the campus menu line. Belk Dining Hall is closed during breaks and summer hours may vary.

### Belk Dining Hall is open for:

Breakfast	7:30 – 8:30 a.m.	Monday to Friday
Continental		
Breakfast	8:30 – 10:15 a.m.	Monday to Friday
	8:30 – 10 a.m.	Saturday and Sunday
Lunch	11:30 a.m. – 1:30 p.m.	Monday to Friday
	11:30 a.m. – 1 p.m.	Saturday and Sunday
Dinner	5 – 7 p.m.	Monday to Thursday
	4:30 – 6 p.m.	Friday, Saturday and Sunday

The BeeHive Café [(919) 760-8328] is located on the second floor of the Cate Center. Menu selections include burgers, pizza and deli sandwiches. In addition, you can enjoy hot soups, salads, snacks and beverages. The BeeHive Café information board posts daily specials. The Café is generally open when classes are in session, closed on Saturdays and Sundays and operates on a reduced schedule during breaks and summer months.

### The BeeHive Café is open:

7:30 a.m. – 8:30 p.m. Monday to Thursday  
 7:30 a.m. – 4 p.m. Friday  
 Closed Saturday and Sunday

Campus catering services are available for on-campus events. From light refreshment breaks for student organization meetings to formal luncheons and dinners, the catering service's goal is to ensure the success of every event. In addition, the service's on-campus bakery can create decorated cakes for any occasion. For most orders, a minimum of 48 hours notice is required.

If you plan to use the dining services on a regular basis, contact Dining Services to ask about the Commuter Meal Plan.

## Campus ID Cards/CamCards

Campus Police (919) 760-8888

All Meredith students are required to have and carry a Meredith picture identification card called the **CamCard**. This includes all graduate students, including degree-seeking, licensure-only, post-baccalaureate study (non-degree), visiting students and Dietetic Interns. CamCards are required to check out library materials and for general identification purposes around the campus. Identification cards are made free of charge in the Security Office.

Any student who has a CamCard may open a **Secure Spending Account** by making a deposit to this account. Once funds are deposited in the Secure Spending Account, students can use the CamCard to make purchases that will be deducted from this account in the Meredith Supply Store, certain campus vending operations, campus photo-copy machines and for individual meal purchases in the Belk Dining Hall and the BeeHive Café. Deposits may be made in person at the Accounting Office or by mail. Cash withdrawals are not allowed. For more information on depositing and using money in a Secure Spending Account, please contact the Accounting Office [(919) 760-8363].

Lost or stolen CamCards should be reported immediately to the Security Office. There is a \$5 charge to replace lost or stolen IDs.

## Campus Ministry

(919) 760-8346. Open 8 a.m. – 5 p.m. weekdays, until 7 p.m. on Tuesday

The campus ministry staff provides guidance for the development of religious programs on the campus, as well as a pastoral presence for the campus community. The ministerial staff serves as advisors to the Meredith Christian Association and offers lectures, programs, small group experiences and counseling for the campus at large. The campus minister and staff are available to the College community for counseling pertaining to religious questions, religious vocations and personal problems.

Students are invited to visit with the staff, tour the chapel, use the Jones Chapel Meditation Room and Reading Room and participate in the community worship services each Wednesday at 10 a.m. in the Jones Chapel.

## Career Center

(919) 760-8341. Open weekdays, 8 a.m. – 5 p.m.; Evenings by appointment.

The Career Center can provide students with career counseling and coaching, resume consultation, interview preparation, cooperative education and resource information. The office and adjoining Career Resource Room are located on the second

floor of the Park Center, adjacent to the Cate Center. A graduate student orientation is held at the beginning of the fall and spring semesters.

## Cate Student Center

Open 8 a.m. – 9 p.m., Monday to Thursday, closes at 5 p.m. on Friday

The Cate Student Center is the center of non-academic student life for graduate students. The Center offers convenient access to computers, an ATM machine, a post office, a wide-screen television, telephones and a study and lounge area. Bulletin boards feature programs and information of interest to graduate students. The Cate Center is also home to the Meredith Supply Store and the BeeHive Café.

## Commuter Services

The Office of Commuter Life and Diversity Programs [(919) 760-8633] is open weekdays. 8 a.m. – 5 p.m.

Commuters may work, have a family or travel a long way from home to attend classes at Meredith. The Graduate School recognizes and values the commitment made by commuters, and offers a range of programs and services to make commuting life a bit easier.

- Check the **Office of Commuter Life and Diversity Programs** and/or the Meredith e-news on the web site for the latest information on commuter services and programs.
- **Association for Meredith Commuters (AMC):** This organization meets once a semester or as needed to discuss commuter concerns and issues. Commuters are automatically considered members of the AMC.
- **The Commuter Connection:** An online Blackboard “course” designed to inform commuters of campus events, allows them to chat with other commuters and discuss related issues.
- **Commuter Mail Pockets:** Located on the first floor of the Cate Center near the campus post office, pockets for campus mail are an important way to stay informed of campus and class events. Commuters can sign up for a pocket in the Dean of Students Suite on the second floor of the Park Center.
- **Commuter Workstation:** The workstation on the second floor of the Cate Center, next to the vending machines, is fully stocked with lined paper, note cards, pens, pencils and other supplies commuting graduate students may need to remain productive while on campus.
- **Good Morning, Commuters:** Complimentary pastries, bagels and juice bring commuters together to socialize at this regular event, held the first Monday of each month in the second-floor Cate lounge.
- **Lockers:** A limited number of lockers are available, at no charge, for commuters’ convenience. The lockers, and a

refrigerator, are located near the vending machine on the second floor of the Cate Center.

- **Special events:** Commuters receive special recognition during Commuter Appreciation Day (November) and Commuter Appreciation Week (March).

## Counseling Center

(919) 760-8427. Open 8 a.m. – 8 p.m. weekdays; closes at 5 p.m. on Friday

The Counseling Center offers free, confidential individual and group counseling with degreed and licensed counselors to students with social, emotional or academic concerns. Services for acute psychological crisis are provided by local hospitals. The Counseling Center also coordinates and arranges for accommodations needed for students with disabilities. The Center is located on the first floor of Carroll Hall next to the Health Center.

## Disability Services

(919) 760-8521

Meredith College's goal is to create an accessible community where people are judged on their abilities, not their disabilities. The Coordinator of Disability Services strives to provide individuals with the tools by which they can better accomplish their educational goals. The Coordinator provides, arranges and coordinates accommodations for students in courses, programs, services, activities and facilities. The Coordinator maintains disability-related documents, certifies eligibility for services, determines reasonable accommodations and develops plans to provide these accommodations for students with disabilities.

Because not every student with a disability needs an accommodation, and because two individuals with same disability may not need the same accommodations, in post-secondary settings it is the student's responsibility to request accommodations, if desired.

## Email

New graduate students will be assigned a Meredith email address once enrolled in class(es). Technology Services will send these students information about their email address and initial password. Checking Meredith email accounts regularly is essential to keep up-to-date with announcements, invitations, messages from professors and administrators and other pertinent information related to graduate studies at Meredith College. Students have the option to access their Meredith email directly or arrange to forward Meredith email to another account.

Students are responsible for all information conveyed via their Meredith email accounts.

## Two ways to access your Meredith email account:

### 1. Via the Web

- Visit [www.whiterabbit.meredith.edu/](http://www.whiterabbit.meredith.edu/), enter the following information, then click on <Login>:
  - USERID (this is the text of your Meredith email address before "@")
  - PASSWORD (initially set as the last four digits of your social security number)
- <Logoff> when you are finished

### 2. By Email Forwarding

If you would rather have your Meredith email account forwarded to the email address that you currently use, follow these steps:

- Log into your Meredith account using the instructions above.
- Scroll down and click on the "Change Mail Forwarding Information" link.
- Type the full email address to which you plan to forward your Meredith email.
- Click on <Save>.
- <Logoff> when you are finished.

*Note: If you change your primary email address, remember to also change your mail forwarding!*

## Fitness Center

The Margaret Weatherspoon Parker Fitness Center, available only to Meredith students, faculty and staff, is located in the Weatherspoon Building. The Fitness Center offers a full range of weight machines, free weights and cardiovascular equipment, as well as an indoor swimming pool and lighted tennis courts. Students, faculty and staff who wish to use the facility must complete an orientation session, which will introduce them to the equipment, rules and regulations. Refer to the pool and fitness hours on the college web site for the schedule of available hours.

## Health Services

The Health Center [(919) 760-8535] is open 7 a.m. – 7 p.m., weekdays. Closes at 5 p.m. on Friday

## Honor Societies

Honor societies are open to graduate students. For more information about membership requirements contact your program director.

## International Student Advisor

Sara Milani (919) 760-8429

The International Student Advisor provides various services for non-immigrant students regarding visa regulations.

## Learning Center

Meredith College's Learning Center is staffed by Meredith students who have been trained to support other students with one-on-one tutoring in writing, grammar, foreign languages, mathematics and some science courses. Tutors will answer your questions about word processing, library research and speech writing and delivery. You will find reference books, handouts and self-help exercises in writing, grammar and mathematics in the Center, as well as guidance for GRE and PRAXIS review. To make an appointment, visit the Learning Center at 122 Jones Hall, or contact the office at (919) 760-2800 or through the Learning Center website: [www.meredith.edu/learn/default.htm](http://www.meredith.edu/learn/default.htm).

## Library Services

The **Carlyle Campbell Library** [(919) 760-8531] offers many services and resources to the students and faculty of Meredith. The basic collection of books, periodicals, microfilms and audio-visual materials is housed in the main library building, while a collection of recordings and scores is found in the **Music Library** in Wainwright (see Music Library). The combined catalogs in the Automated Library Information System (ALIS) can be searched within the libraries or accessed through the Campus Network, the Internet or dial-in modem.

### Carlyle Campbell Library Hours

	Library Hours	Information Desk
Monday to Thursday	7:45 a.m. – 1 a.m.	8 a.m. – 10 p.m.
Friday	7:45 a.m. – 9 p.m.	8 a.m. – 5 p.m.
Saturday	9 a.m. – 5 p.m.	1 p.m. – 5 p.m.
Sunday	1 p.m. – 1 a.m.	1 p.m. – 9 p.m.

Most library materials are loaned for a three-week period and can be renewed twice, provided that they are not needed by another patron. Laser discs circulate for three days only. The Meredith CamCard must be presented to check out materials, including reserve items. Materials can be renewed in the library or by phone.

**Off-campus resources** are available through interlibrary loans and the Internet. Students who wish to use other academic libraries in Raleigh can obtain a Cooperating Raleigh Colleges (CRC) Library Loan Form from a librarian by presenting a CamCard and having no fines or overdue materials at the Carlyle Campbell Library. This form allows students to borrow five items per day at CRC libraries. Students enrolled at Meredith may use other libraries and their resources without the loan form, but cannot borrow materials without the appropriate form and a Meredith ID.

Students have access to **NC LIVE**, a gateway to electronic information shared by the North Carolina libraries. NC LIVE currently offers online access to complete articles from more than 5,500 newspapers, journals and magazines; two encyclopedias; and indexing for more than 15,000 periodical titles. To access NC LIVE from an off-campus location, a password is required, which is available at the Meredith College library circulation desk.

Reserve materials may be checked out from the Reserve Desk. The faculty specifies one of the following types of reserve:

- **Strict:** in-library use only for three hours
- **Overnight:** checked out overnight and due one-and-a-half hours after the library opens the next day
- **Three-day:** to be returned within a three-day period.

Reference books, periodicals, and videotapes may not circulate out of the library building.

Students are responsible for the payment of fines for overdue items, including reserve materials and for replacement costs of lost items. The fine is 10 cents per day for most items, 10 cents per hour for reserve materials, and \$1 per day for circulating audio-visual items. Borrowing privileges are suspended for any student with total fines exceeding \$3 and are reinstated when fines are paid.

## Lost and Found

Lost and found articles are collected in the Campus Police Department [(919) 760-8888]. Proper ID is required to recover found property.

## Meredith Supply Store (Book Store)

(919) 760-8545. *Open 8 a.m. – 5 p.m. (M,T); 8 a.m. – 6 p.m. (W, Th, F)*

The Meredith Supply Store, located in the Cate Center, stocks all the necessary textbooks and supplies for graduate academic courses. In addition, the store carries general reference books, CDs, clothing and gifts. The Supply Store also allows students to cash checks up to \$50.

## Music Library

The Music Library is located on the first floor of the Wainwright Music Building. This library houses a collection of recordings and scores and provides a variety of listening facilities. Recordings may not be checked out of the Music Library; however, scores do circulate and are subject to the same loan period and overdue policies as materials checked out from the Carlyle Campbell Library.

### Music Library Hours

Monday to Thursday	8 a.m. – 10 p.m.
Friday	8 a.m. – 5 p.m.

Saturday	1 p.m. – 4 p.m.
Sunday	2 p.m. – 10 p.m.

The Music Library is closed during official convocations. Holiday and intersession hours will be posted.

### Post Office

*Services available weekdays, 8 a.m. to 5 p.m., while classes are in session.*

The campus mail room is located on the first floor of the Cate Center. Although the mail room is not an official U.S. Post Office, stamps are available for purchase and packages that do not require special handling are accepted. Outgoing mail pickup is 5 p.m., Monday through Friday.

### Technology Services

*Help Desk (919) 760-2323*

Computer Services available through the Office of Technology Services include:

- **The Help Desk**, providing one-stop service for answers to students' questions about technology issues: everything from location and hours of computer labs, to applying for e-mail accounts, to software troubleshooting. To reach the Help Desk, dial 2323 from on-campus or 919-760-2323 from off-campus.
- **Campus network**, providing e-mail accounts for students, faculty and staff; Internet access; ALIS access (Carlyle Campbell Library Computer System); and access to Meredith's Web pages. All new graduate students will be assigned a Meredith email address once enrolled in class(es). Technology Services will send these students information via US postal service about their email address and initial password.
- **Campus web site**, including information on academic courses, student organizations, Blackboard online courseware and campus e-news. Technology Services supplies new students with a login and initial password for Blackboard, a Web-based software tool that supports many aspects of the Graduate School's curriculum.
- **Computers**, including a scanner, for graduate students' use on the second floor of the Cate Center. (Other computer labs, open to all Meredith students, are located at Harris, Joyner, Ledford, and Carlyle Campbell Library.)

*See Email and Blackboard for more information on Technology Services.*

Campus policies on appropriate use of technology resources are available from the Office of Technology Services. Policies also are posted on the Internet.

### Volunteer Services

Volunteer Services provides service opportunities for all members of the Meredith College community. Students may volunteer to work with a community service agency, serve as tutors with Meredith's Literacy Initiative, participate in an annual service event or create their own service projects for the campus or the community.

Volunteer Services hosts an annual Volunteer Fair each fall, with representatives from community service agencies, health care facilities, museums and schools. This campus event enables the Meredith community to learn about community service needs and opportunities.

Meredith's Volunteer Services Coordinator serves as Director of the Meredith READS Literacy Program. In partnership with MotheRead, Inc., a nationally-acclaimed literacy organization, Volunteer Services recruits, trains and supports Literacy Program story-sharing volunteers.

For more information on opportunities offered through Volunteer Services, contact the Coordinator of Volunteer Services, Lynne Wheatley at (919) 760-8357 ([wheatleyl@meredith.edu](mailto:wheatleyl@meredith.edu)).

# Campus Policies and Procedures

## PARKING

### Parking Policy

Graduate students are considered “commuter students,” and are required to have a parking decal in order to park on campus. This decal can be purchased for the academic year (August through July) for \$100 from the Campus Security Office. Daily passes are also available for \$1 per day. Campus Security: (919) 760-8888.

### Parking Regulations

Parking regulations are enforced 7 days per week, 24 hours per day. The following actions are prohibited:

- Double parking.
- Parking on lawns, grass, landscaped areas, sidewalks or other areas not set aside for parking.
- Parking in such a manner as to block traffic, parked vehicles or roadways.
- Parking in fire lanes, loading areas, emergency areas marked as NO PARKING ZONES, including areas marked with diagonal yellow lines.
- Parking in an area designated for registration decals other than the one displayed (for example, students in faculty spaces).
- Parking in visitors’ area with a Meredith decal.
- Parking an unregistered vehicle anywhere on the Meredith campus.
- Parking in a space reserved for residence directors.
- Fifteen-minute parking spaces may be used for loading and unloading only.

Students driving any vehicle on campus other than their registered vehicle must obtain a temporary pass at the Campus Security office

Parking fines are \$25; fines for parking in handicapped or fire lanes are \$50. Auto-boot and towing fines are \$50. Unregistered cars will be auto-booted and will not be released until all fines are paid. (An auto-boot is a device that clamps to the wheel of a car. Attempts to move a car with an auto-boot will result in serious damage to the car). No warning tickets are given.

Meredith College does not assume responsibility for any vehicle parked on campus.

## CAMPUS POLICIES

### Inclement Weather

*Meredith’s Inclement Weather Line:* (919) 760-2384

*Off-Campus Line:* (919) 832-8878

In case of class cancellations resulting from inclement weather, Meredith College will run public announcements on local radio and television stations. Information about daytime and evening class cancellations is available by calling Meredith’s Inclement Weather Line or checking with WRAL.

In the event that the College does not cancel classes, individual faculty members still have the option of canceling a class. All faculty members must include an inclement weather policy on their syllabi, as well as instructions to students regarding how to obtain information on any class cancellations

### Alcohol and Other Drugs

Meredith College believes it essential for the well-being of all students, faculty and staff to maintain an environment free of alcohol and illegal drugs. In view of this belief, the Board of Trustees has articulated the policies below with regard to graduate students. Graduate students in violation of these policies may also be subject to penalties under North Carolina law.

#### *Alcohol:*

Meredith College strongly discourages the use of alcoholic beverages. Graduate students shall not possess or consume alcoholic beverages on campus. A graduate student may not attend class while under the influence of alcohol. Any amount of alcohol on campus shall be considered “possession” and shall result in disciplinary action. Meredith students are expected to represent the College with dignity at all times. Inappropriate or illegal behavior on or off campus related to alcohol use may result in disciplinary action.

#### *Other Drugs:*

Meredith College will not tolerate any student activity associated with illegal drugs on or off campus. Students shall not

manufacture, possess, sell, use or deliver any controlled substances, counterfeit controlled substances or drug paraphernalia, as each is defined by the North Carolina General Statutes. Possession of drug paraphernalia that tests positive for any illegal substance will constitute possession of that substance. Any student suspected of a violation will be subject to a hearing before the Honor Council of Meredith College. If found responsible for a violation of this policy, the student may be suspended or expelled in accordance with the drug policy as outlined by the Board of Trustees.

Drivers deemed to be impaired will not be allowed by campus police to operate vehicles on campus. The threshold for impairment is very low (any alcohol or controlled substances previously consumed remaining in the body.)

### **Smoking**

Out of consideration for members of the College community who choose not to smoke or are allergic to smoke, smoking is prohibited in all Meredith buildings.

### **Solicitation**

Solicitation by on- or off-campus persons, organizations or businesses is strictly prohibited unless authorized by the Vice President for Student Development or by the Director of Student Activities and Leadership Development. Any use of College facilities by off-campus persons for purposes of solicitation, even those sponsored by campus organizations, must also be approved. Under no circumstances are off-campus persons allowed to solicit door-to-door in offices or residence halls.

### **Sexual Harassment**

Sexual harassment encompasses any sexual attention that is unwanted. Any graduate student who experiences sexual advances by another member of the Meredith community that s/he considers inappropriate should discuss the matter with either the Director of Graduate Studies or the Vice President for Academic Affairs.

### **Sexual Assault and Rape**

The Meredith College community will not tolerate sexual assault or rape. Sexual assault is defined as any incident of forcing another person to perform a sexual act against his/her will. Force can be implicit through the use of threatening words, gestures or tone of voice, or explicit through actions of physical restraints. According to North Carolina state law, rape is defined as forced sexual intercourse against the will of another person. Rape is also considered to be sexual intercourse with a person who is physically, mentally or otherwise incapacitated (including incapacitation from the use of alcohol and drugs), when the person performing the act knows of the victim's incapacity.

Sexual assaults allegedly committed by a Meredith College student can be reported and adjudicated by the College Honor System. However, in cases of a concurrent criminal prosecution, the College defers to the criminal case. During a College on-campus disciplinary case, the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary hearing. Upon request of the assaulted student, sexual assaults or rape committed by a student from another campus can be referred by the Director of Graduate Studies to that student's campus for judicial action.

### **Weapons/Firearms**

Possession of weapons/firearms is strictly prohibited on campus and at College-sponsored functions. Violators will be reported to campus police and the Honor Council.

### **Using the Meredith Name and Logos**

Designs for T-shirts and other items bearing the Meredith name must be approved by the Assistant Director of Student Activities and Leadership Development. All student organizations must complete a T-Shirt Approval Form and have it approved and on file. All copyright laws apply. Please contact the Office of Student Activities and Leadership Development at (919) 760-8338 for more information. Questions about the use of Meredith's seal or watermark should be referred to the office of Marketing and Communications at (919) 760-8455.

### **Security and Emergency Procedures**

*Campus Police:*      *Campus phone: dial 8888*

*Private phone: dial (919) 760-8888*

Meredith College employs the Campus Police Department to provide security services to students, faculty, staff and guests. Police and security officers patrol the campus 24 hours a day, 365 days a year. Officers use radio phones while patrolling the campus, investigating complaints, regulating traffic, controlling parking and supervising the fire prevention program.

### **Medical Emergency**

*Campus Police: 8888 [or (919) 760-8888]*

*Emergency Medical Service: 9-911 campus phone, 911 otherwise*

Campus police and security officers are trained in first-responder care. Medical emergencies should be reported to Campus Police (8888) immediately.

If at any time you believe it is necessary to call the Emergency Medical Service (911 or 9-911, on a campus phone), call the Campus Police (8888). They will contact the EMS and direct them to the site of the emergency. The person receiving the services of EMS will be responsible for all fees charged.

## Theft of Personal Property

Students who experience a theft or loss of personal property should alert Campus Police [8888 on-campus, or (919) 760-8888] as soon as possible. Meredith is not responsible for the personal property of students.

## Fire Emergency

*Call 9-911 on campus phone, 911 otherwise, after you activate alarm.*

If you discover the fire:

- Activate the nearest alarm.
- Get out of the building immediately if fire is threatening.
- Alert Campus Police.

*Other tips to keep safe in a fire:*

- Before leaving a room, check the doorknob to see if it is hot. If hot, do not open; go to the window and wait for the firefighters to rescue. Do not try to jump or climb down. (With the door closed, you are not in immediate danger).
- If smoke is beginning to fill the hallway as you evacuate, grab something to help filter the smoke. If you get caught in heavy smoke, crawl to the nearest exit.
- If fire blocks your nearest exit, go immediately to the next closest exit.

To ensure the safety of its students, Meredith College will periodically stage fire drills. During a fire drill, students should:

- Close windows.
- Turn off all lights except overhead.
- Close door when leaving room.
- Walk rapidly (do not run) out of the building. The first person to reach the door should hold it open for others.
- Wait for the signal to return.

NOTE: It is against the law to activate a fire alarm when there is no fire.

## Tornado Emergency

A “tornado watch” means tornados are possible. A “tornado warning” means that a tornado has been sighted in the warning area. Campus Police have weather alert radios that emit an audible signal if the National Weather Bureau has issued a warning for our immediate area. Campus Police will sound the alarm for an alert.

In the event of a tornado alert:

- Go immediately to an interior, first-floor hallway or basement. Avoid areas with wide, free-span roofs such as the gymnasium.
- Close all first-floor doors for safety.
- Move as far away from windows and outside doors as possible.
- Take shelter underneath a desk or any heavy furniture available.

- Sit down on the hallway floor with your head between your knees, and cover your head with your hands.

## Security: A Shared Responsibility

Although Meredith College takes seriously the need to provide a campus that is as safe as possible, each student must assume the responsibility for her/his own personal safety. No environment can be assumed to be totally safe, so each person must be constantly alert to his/her own safety and that of his/her peers.

The best defense is a good offense. To increase personal safety and security, students are advised to take the following precautions:

- Be aware of your surroundings. Avoid dark areas, and look for and report suspicious activity.
- Avoid walking alone to and from the outer parking lots after dark.
- Travel with a companion whenever possible.
- Lock doors to cars.

## Important Phone Numbers

Four-digit phone numbers are reachable from campus phones.

When off-campus, use “760” as a prefix to the following:

Accounting .....	8363	Switchboard (on campus) .....	0
BeeHive Café .....	8328	Off-Campus Line .....	760-8600
Belk Dining Hall .....	8377	Technology Services Help Desk .....	2323
Campus Events .....	8533	Volunteer Services .....	8357
Campus Minister .....	8346		
Campus Police and Parking .....	8888		
Career Center .....	8341		
Caryle Campbell Library .....	8531		
Commuter Life/Special Services .....	8633		
Counseling Center .....	8427		
Disabilities Services .....	8521		
Financial Assistance Office .....	8565		
Graduate Studies Office .....	8423		
Health Center .....	8535		
Inclement Weather .....	2384		
Off-Campus Weather Line .....	832-8878		
International Student Adviser .....	8429		
Learning Center .....	2800		
Meredith Performs Box Office .....	2840		
Professional Studies .....	8353		
Registrar .....	8593		
Student Activities & Leadership Development Office .....	8338		
Supply Store .....	8545		

# Meredith College Calendar: 2005–2006

## Fall Semester 2005

Arrival of new students	Saturday Aug. 13
Registration (starts at 9 a.m.)	Tuesday August 16
Drop/add for all students (starts at 11 a.m.)	Tuesday August 16
Classes begin	Wednesday August 17
Last day to drop a course without paying	Tuesday August 23
Last day to add a course	Tuesday August 23
Labor day holiday—no classes held	Monday September 5
Last day to make a grading change	Wednesday September 14
Mid-term	Tuesday October 4
Progress reports due at noon	Tuesday October 4
Autumn recess begins after the last class	Wednesday October 5
Classes resume at 8 a.m.	Monday October 10
Last day to withdraw from a class	Tuesday October 25
Thanksgiving recess begins after the last class	Tuesday November 22
Classes resume at 8 a.m.	Monday November 28
Last day of classes	Wednesday November 30
Reading day; music juries	Thursday December 1
Final examinations	Friday December 2–Saturday December 10
Commencement	Saturday December 10

## Summer 2006

Classes will not meet on Monday May 29 and Monday–Tuesday July 3 and 4	
First six-week session (day and evening)	May 15–June 23
Second six-week session (day and evening)	June 26–August 4
First three-week session	May 22–June 9
Second three-week session	June 12–June 30
Third three-week session	Wednesday, July 5–Tuesday, July 25

Opening day of class for  
2006–2007 Academic Year: Wed. Aug. 16

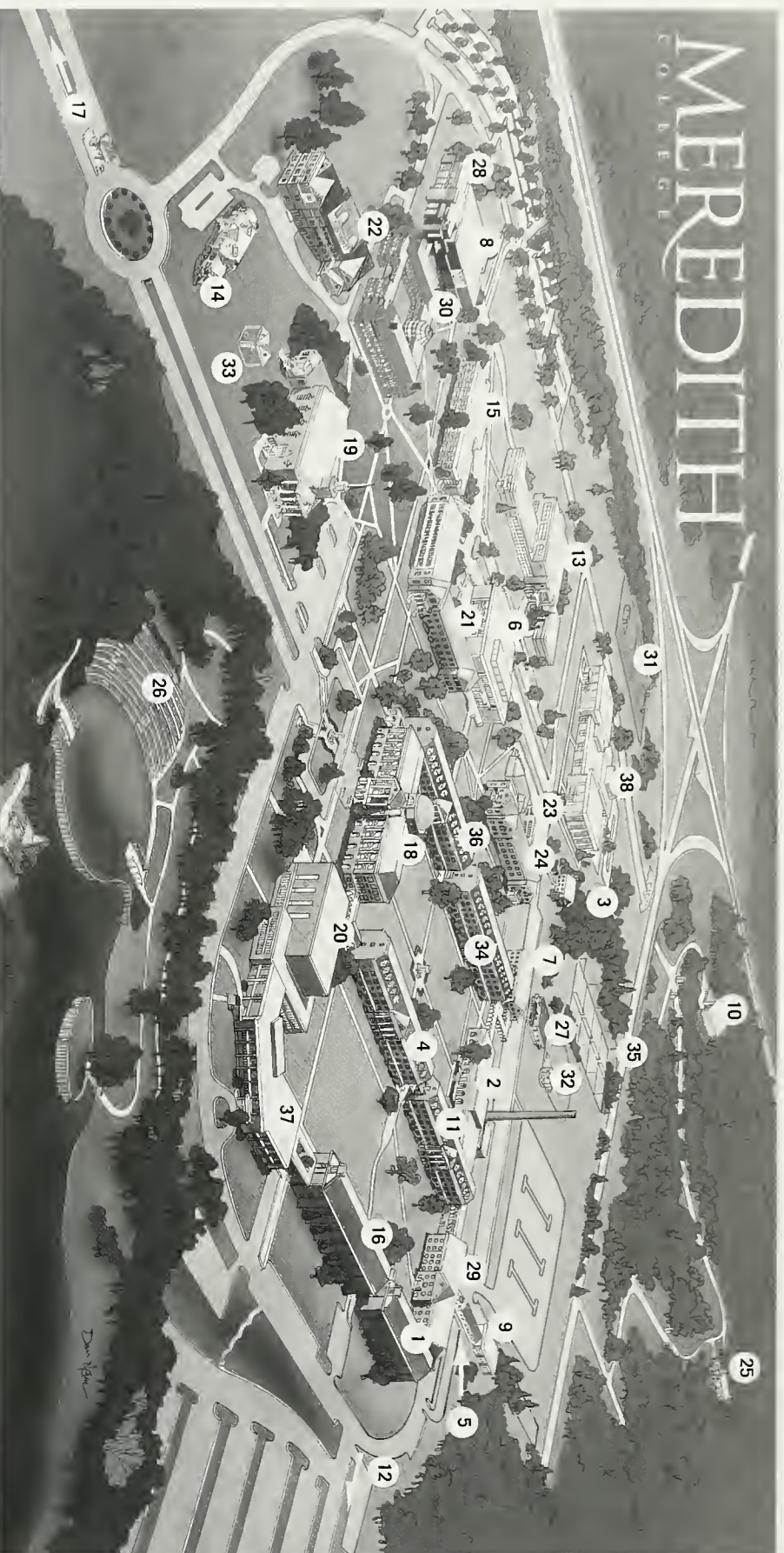
*This calendar is subject to periodic review and change. Such changes will be distributed to the Meredith community and will be available in the registrar's office.*

## Spring Semester 2006

Registration and Drop/Add	Tuesday January 10
Classes begin	Wednesday January 11
Holiday—Martin Luther King Day	Monday January 16
Last day to drop a course without paying	Wednesday January 18
Last day to add a course	Wednesday January 18
Last day to make a grading change	Wednesday February 8
Mid-term	Wednesday March 1
Progress reports due at noon	Friday March 3
Spring recess begins at 5 p.m.	Friday March 3
All offices closed for spring break	Friday March 10
Classes resume at 8 a.m.	Monday March 13
Last day to withdraw from a class	Friday March 24
Easter recess begins after the last class	Thursday April 13
Classes resume at 8 a.m.	Tuesday April 18
Celebrating student achievement (no classes)	Thursday April 27
Last day of class (classes today follow the regular Thursday schedule)	Tuesday May 2
Reading day; music juries	Wednesday May 3
Final examinations	Thursday May 4–Friday May 12
Commencement	Sunday May 14

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## Campus Map—Buildings

1. Barefoot Residence Hall
2. Belk Dining Hall (Mainwright Conference Suite)
3. Brewer House (Infant Care Teaching Lab)
4. Brewer Residence Hall
5. Campus Police/Copy Center
6. Carlyle Campbell Library
7. Carroll Health Center
8. Gate Student Center (Kresge Auditorium, Student Activities Center, Student Supply Store)
9. Facilities Services
10. Facilities Services/Grounds
11. Faircloth Residence Hall
12. Faircloth Street Entrance
13. Gaddy-Hamrick Art Center (Frankie G. Weems Art Gallery)
14. Gimmer Alumnae House
15. Harris Building (Communication; School of Business)
16. Heilman Residence Hall
17. Hillsborough Street Entrance
18. Johnson Hall (Administration)
19. Jones Chapel
20. Jones Hall (Auditorium; Studio Theater; Learning Center)
21. Joyner Hall (History/Political Science, English, Religion/Philosophy)
22. Ledford Hall (Psychology, Education, Sociology & Social Work)
23. Martin Annex
24. Martin Hall (Foreign Languages; Human Environmental Sciences)
25. Massey House (President's Residence)
26. McIver Amphitheater & Meredith Lake
27. Noel House (Technology Services)
28. Park Center (Executive and Professional Programs, The John E. Weems Graduate School, Student Development Offices)
29. Potat Residence Hall
30. Science and Mathematics Building
31. Soccer Field, Driving Range
32. Softball Field
33. Spangler Gazebo and Garden
34. Stringfield Residence Hall
35. Tennis Courts
36. Vann Residence Hall
37. Mainwright Music Building (Carswell Concert Hall; Music, & Theatre)
38. Weatherspoon Building (gymnasium, dance studio, pool, Parker Fitness Center)

# MEREDITH COLLEGE

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Raleigh, North Carolina 27607-5298  
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